

27 DECEMBER 1999



Supply

**LOGISTICS MATERIEL CONTROL ACTIVITY
OPERATION INSTRUCTION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFMC WWW site at: <https://www.afmc-mil.wpafb.af.mil/pdl/>

OPR: HQ AFMC/LGSP
(Mr. John D. Anderson)
Supersedes AFMCI 23-201, 19 September 1997

Certified by: HQ AFMC/LGS
(Colonel Joseph Hudson)
Pages: 72
Distribution: F

This instruction implements AFMCPD 23-2, *Logistics Materiel Control Activity Operating Policies*, and the special supply instruction in support of AFMC Research, Development, Test, and Evaluation (RDT&E) activities as prescribed in AFMAN 23-110, *USAF Supply Manual*, volume II, part two, chapter 21. The Logistics Materiel Control Activity (LMCA) is the focal point among AFMC RDT&E activities, the Standard Base Supply System (SBSS), and supporting contracting activities. This instruction permits the best use of the SBSS and provides effective methods for meeting requirements directly through contracting channels. It outlines instruction for resource discipline; protection of property; and prevention of fraud, waste, and abuse. This instruction applies to all authorized AFMC RDT&E activities. This instruction does not apply to US Air Force Reserve or Air National Guard units and members.

SUMMARY OF REVISIONS

This instruction provides guidance that was contained in AFMCI 23-201, 19 September 1997. Corrections and updates have been completed.

Chapter 1— GENERAL INFORMATION	6
1.1. Authorized Users of This Instruction.	6
1.2. Using AFMAN 23-110.	6
1.3. Implementing This Instruction.	6
1.4. Abbreviations Used in This Instruction	6
1.5. Changes, Waivers, and Supplements to This Instruction.	6
1.6. Setting Up a LMCA	7
1.7. Semi-Annual LMCA Conferences.	7

1.8. LMCA Advisory Council (LAC).	7
1.9. Automated Materiel Control System (AMCS)	8
1.10. Logistics Material Control Activity Awards Program.	8
Chapter 2— LMCA ORGANIZATION AND RESPONSIBILITIES	10
2.1. LMCA Organization.	10
2.2. Responsibilities for Organizing and Managing a LMCA.	10
2.3. Procedures for Carrying Out Some of the Responsibilities in Table 2.1.	10
Table 2.1. Responsibilities for Organizing and Managing the LMCA.	11
Chapter 3— CUSTOMER SUPPORT UNIT	19
Section 3A Issue Process	19
3.1. Receiving Requests.	19
3.2. Researching Requests.	20
3.3. Maintaining Document Registers.	21
Section 3B Processing Requests	21
3.4. Processing Documents to Supply Sources.	21
3.5. Direct Procurement Requests.	21
3.6. Reporting of Health Hazard Items.	22
3.7. Processing Requests For Repair Cycle Items.	22
3.8. Processing Contract Repair Service Requests.	22
Section 3C Follow-up Process	23
3.9. SBSS Request.	23
3.10. Correcting Discrepancies.	23
Chapter 4— EQUIPMENT CONTROL UNIT	24
Section 4A Requests for Equipment	24
4.1. Receiving Requests.	24
4.2. Preparing AF Form 601, Equipment Action Request, or in AFEMS, screen	24
4.3. Processing EMC-1 Requests.	24
4.4. Processing a Request for Equipment Authorization Inventory Data (EAID)	25
Section 4B Turning in Equipment	26
4.5. Processing Turn-Ins.	26

AFMCI23-201 27 DECEMBER 1999	3
4.6. Document Flow for TINs of all Equipment on an AFMC Base.	27
4.7. Document Flow for Non-NSN Equipment (Serviceable or Repairable) TINs	27
Section 4C Files Maintenance and Administrative Practices	28
4.8. Establishing EAID Records.	28
4.9. Establishing a Control Register.	29
4.10. Managing EMC-1 R 15 items	29
4.11. Using Miscellaneous Management Products.	30
Section 4D Special Instructions	30
4.12. Assigning Allowance Source Codes (ASC) 040 and 049.	30
4.13. Processing EMC Changes.	31
4.14. Processing Equipment Loaned or Funded by Other Than Air Force Activ	31
4.15. Processing Equipment Loans.	31
4.16. Processing Equipment Shipments.	33
4.17. Using Rental Equipment.	34
4.18. Getting Individual Equipment Items	34
4.19. Inventorying In-Use Equipment	34
4.20. Holding Accounts.	34
4.21. Processing Items to Contract Maintenance.	35
4.22. Keeping Serial Numbers.	35
4.23. Part Number.	35
4.24. Appointing Subcustodian.	35
4.25. Briefing and Training Subcustodians Before They Accept Accounts	35
4.26. Keeping the Subcustodian Directory.	36
4.27. Performing Subcustodian Account Inspections.	36
4.28. Systems Accountability	36
Section 4E Miscellaneous Related Functions	37
4.29. Equipment Expenditures for RDT&E Projects.	37
4.30. Setting Up Equipment Pools.	37
4.31. Setting Up an Equipment Review and Authorization Activity.	39
4.32. Processing Relief Documents.	39
4.33. Organizations With Detachments or Operating Locations.	40

4.34. Managing Government Furnished Property (GFP).	40
4.35. Disposition of L and P Stock Numbers of High Valued Components Con	40
4.36. Test Measurement and Diagnostic Equipment (TMDE) and Precision	41
4.37. Processing Requests for Equipment Not-On-Record.	41
4.38. Intrabase Equipment Requirements for	41
4.39. Donating Property.	41
4.40. Accounting for vehicles withdrawn from DRMO.	43
Table 4.1. Managers of RDT&E Equipment in ASC 040 and 049.	44
Table 4.2. How to Construct ASCA 040 and 049.	44
Chapter 5— MATERIEL-HANDLING UNIT (MHU)	45
Section 5A Receiving Process	45
5.1. General Information.	45
5.2. SBSS Receipts	45
5.3. Other.	46
Section 5B Inspection Process	48
5.4. Inspector Responsibilities.	48
5.5. Marking, Tagging, and Labeling Property.	48
5.6. LMCA Supply Inspector's Stamps.	49
5.7. Reporting Discrepancies	50
5.8. Tagging Excess Property.	50
5.9. Warranty and Guaranty Items.	50
Section 5C Pickup and Delivery	50
5.10. Delivery Time Standards	50
5.11. Pickup and Delivery Duties.	50
5.12. Document Flow.	50
5.13. Processing Organization Refusals.	51
Section 5D Equipment Holding Areas	51
5.14. Processing Equipment Items.	51
5.15. Storage Areas.	51
Section 5E Logistics Support Stocks	52

AFMCI23-201 27 DECEMBER 1999	5
5.16. General Information.	52
5.17. Definitions and Authorized Items.	52
5.18. Storing and Maintaining Bench Stocks.	53
5.19. Storing and Maintaining Support Stocks.	54
Section 5F Administrative and Janitorial Stock	55
5.20. Procedures	55
Section 5G Excess Materials	55
5.21. Excess Materiel (Supplies and Equipment)	55
5.22. Shipping Items.	55
Chapter 6— DOCUMENT CONTROL UNIT	56
6.1. General Information	56
6.2. Keeping Suspense Files.	56
6.3. Keeping LMCA Document Registers	56
6.4. Performing Quality Control.	57
6.5. Processing Canceled or Lost Documents.	57
6.6. Document Control Responsibilities.	57
6.7. Filing Documents.	58
6.8. Signing Documents	58
6.9. Setting Up Organizational Records and Shop Codes.	58
6.10. Management Listings.	58
Attachment 1— GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS	60
Attachment 2— AUTHORIZED RDT&E LMCA SUPPORTED ACTIVITIES	65
Attachment 3— RECOMMENDED CORE SUBJECTS FOR RDT&E COMMANDER'S ORIENTATION	66
Attachment 4— LMCA RICHARD L. HENNES AWARD CRITERIA	68
Attachment 5— RESEARCH EQUIPMENT/DEFENSE LABORATORY EQUIPMENT DONATION/TRANSFER/LOAN/LEASE AGREEMENT UNDER 15 USC 3710(i), 10 USC 2194, OR 15 USC 3710a	71
Attachment 6— SAMPLE LEASE AGREEMENT	73

Chapter 1

GENERAL INFORMATION

1.1. Authorized Users of This Instruction. AFMC Research, Development, Test, and Evaluation (RDT&E) activities listed in attachment 2 use the procedures in this instruction. Activities that are tenants on other major command (MAJCOM) bases must make sure host-tenant support agreements and contracts that require supply support from AFMC activities stipulate that supply support procedures conform to this regulation and AFMAN 23-110, *USAF Supply Manual*, volume II, part two, chapter 21, section A.

1.2. Using AFMAN 23-110. Activities listed in attachment 2 use procedures in AFMAN 23-110, volume II, part two. This includes the exceptions in chapter 21. When there is a conflict between chapter 21 and other AFMAN 23-110 volumes and parts, chapter 21 applies.

1.3. Implementing This Instruction. HQ AFMC/LG and LGS implement this regulation, provide logistics policy guidance, and oversee the use of this regulation by activities listed in attachment 2.

1.4. Abbreviations Used in This Instruction . Attachment 1 lists the abbreviations used in this instruction.

1.5. Changes, Waivers, and Supplements to This Instruction.

1.5.1. LMCAs are encouraged to recommend changes to this instruction. Send recommendations to HQ AFMC/LGSP for review.

1.5.2. Send requests for waivers, with justification, to HQ AFMC/LGS, who evaluates requests for deviations and approves or denies requests. Waivers remain in effect for the life of the publication. Waiver justifications must show how proposed procedures will improve internal controls or simplify the process without loss of system integrity or management control. AFRL field units will provide information copies of their waiver requests to AFRL/DS at the time of submittal.

1.5.3. LMCAs follow the procedures in AFI 37-160, Vol I/AFMCS1 *Publications and Forms Management Programs--Developing and Processing Publications*, to prepare supplements and local operating instructions (OI). This instruction is not specific in nature; it allows the LMCAs to:

1.5.3.1. Supplement areas in which they deviate from normal procedures due to mission requirements or limited authorizations. LMCAs will prepare supplements stating which parts of this instruction they do not use. For example, if staffing is not sufficient to pick-up and deliver property to the customer, these LMCAs will supplement all references to pick-up and delivery of property to state LMCA does not perform this function. Supplements to this instruction require approval by HQ AFMC/LGSP prior to implementation. Only those LMCAs with approved supplements or waivers are authorized to deviate from procedures in this instruction.

1.5.3.2. Publish, without HQ AFMC/LGSP approval, OIs that implement this instruction.

1.5.3.3. Send HQ AFMC/LGSP one copy of each published supplement and OI.

1.6. Setting Up a LMCA .

1.6.1. AFMC activities that want to establish a LMCA or would like to have the MAJCOM staff complete a feasibility study should send a written request to HQ AFMC/LG. The request should indicate the organization and a point of contact and be signed by the organization commander or director.

1.6.2. Once the request is approved by HQ AFMC/LG, HQ AFMC/LGS formally establishes the LMCA by issuing an interim message change to this regulation.

1.6.3. RDT&E activities set up LMCAs as their supply support focal point between the SBSS and the local contracting activity.

1.6.4. LMCAs receive supply and equipment requests. They send the requests to the appropriate supply source.

1.6.5. LMCAs receive, turn in, dispose of, deliver, or temporarily store supplies and equipment. They also validate and control in-use equipment.

1.6.6. A LMCA is a part of the activity that establishes it. It is either staffed from the activity's resources based on HQ AFMC/LGS recommendations or staffed as a contractor activity based on the results of a cost comparison study. An activity's failure to allot sufficient resources to a LMCA may result in the LMCA being disestablished.

1.6.7. LMCAs project funds are required to reimburse the stock fund for supplies and equipment obtained from the SBSS. Ensure these projections reflect the most realistic data available. They also revise the projections as programs significantly change. This instruction provides customer instructions for dealing with the SBSS stock fund manager.

1.6.8. The LMCAs establish a systems manager function. The systems manager function will have complete control of the Automated Materiel Control System (AMCS) computer. However, the LMCA chief, Equipment Control Unit (ECU) chief, or other person who is an equipment manager can be assigned the systems management function if approved by the Site Director/Test Director/Laboratory Commander.

1.7. Semi-Annual LMCA Conferences. The LMCAs chiefs will meet semi-annually or as required to provide crossfeed between HQ AFMC and the LMCAs.

1.8. LMCA Advisory Council (LAC). The LAC is a representative body of three LMCA chiefs. The LAC seeks to improve overall logistics support to AFMC activities supported by LMCAs. The LAC is established by a formal charter approved by HQ AFMC/LGS and AFRL/DS. LAC members will be elected by the LMCA chiefs. LAC membership will consist of three officers (Chairperson, Vice-Chairperson, and Recorder). LAC members may be either LMCA military or civilian government employees, or Quality Assurance Evaluator (QAE/Functional Area Chief (FAC) of contractor-operated LMCAs listed in AFMCI 23-201.

1.8.1. LAC organization, membership, operation, and meetings are outlined in the LAC charter.

1.8.1.1. LAC members will be elected by a majority vote of the LMCA chiefs and/or their representatives in session at the semi annual LAC/LMCA Chief meetings using a closed ballot method. The member receiving the majority of the votes shall be elected as the LAC Chairperson. The member receiving the second most votes shall be elected as the LAC Vice- Chairperson. The member receiving the third most votes shall be elected as the Recorder. LAC members will be

elected for a two year term. Council members may be reelected to serve consecutive terms without limit. LAC membership may also be rescinded by a majority vote of the LMCA Chiefs and/or their representatives in session during the semi-annual LAC/LMCA Chief meetings.

1.8.2. Requests for changes to the LAC charter will be sent through the LAC chairperson to HQ AFMC LGS and AFRL/DS for final approval.

1.9. Automated Materiel Control System (AMCS).

1.9.1. The Automated Materiel Control System (AMCS) is the primary computer for AFMC RDT&E activities identified in attachment 2 of this regulation.

1.9.2. The AMCS computer maintains an Automated Data Processing Equipment (ADPE)-II level of sensitivity.

1.9.2.1. ADPE-II NONCRITICAL-SENSITIVE. The AMCS stores, processes, or otherwise controls assets or resources whose exploitable value falls between \$1 million and \$10 million, or its monetary equivalent, per year.

1.9.3. The AMCS computer maintains an ADPE-III level of criticality.

1.9.3.1. ADPE-III NONCRITICAL: Contains DOD data and applications not falling in ADPE-I/II.

1.9.4. Physical Security of the AMCS. The physical security of the AMCS is the primary responsibility of the system manager and all personnel who have access to it. Each input device will be terminated when its process has been completed. The section supervisor is responsible for the physical security of the AMCS terminals located in his area.

1.10. Logistics Material Control Activity Awards Program.

1.10.1. HQ AFMC/LGSP provides the statistical and narrative information requirements for field units to use for the Richard L. Hennes Outstanding LMCA award. The award will be made on a fiscal year basis. Eligible organizations who wish to compete must submit two copies of their nomination packages to HQ AFMC/LGSP not later than 1 January addressing the preceding October to September performance period. Competing LMCAs must submit a one page commander's recommendation memorandum highlighting noteworthy support provided to the laboratories or test wings in each of the following areas: new initiatives, unique challenges overcome during the award period, customer training program, internal training program, and self improvement programs. An additional memorandum must also be submitted to document the LMCA's performance in meeting or satisfying the LMCA objective and subjective measurement criteria identified on attachment four. Contractor operated and managed LMCAs may compete and submit nomination packages for this award based on the understanding that it is deemed not to be outside the scope of their existing contracts.

1.10.2. The LMCA to be awarded the Richard L. Hennes Outstanding LMCA award is based on the commander's recommendation letter, the attached statistical data, and optional HQ staff visits or desk-top AMCS audits.

1.10.3. A HQ AFMC board selects the Command's recipient of the Richard L. Hennes Outstanding LMCA award. This board consists of representatives from HQ AFMC/LGS and AFRL/DS. The Command's selection will be announced at the semi-annual LMCA chief conference usually held in April of each year.

1.10.4. The LMCA that is selected for the award of the Richard L. Hennes Outstanding LMCA award will receive a plaque or trophy from HQ AFMC/LG.

Chapter 2

LMCA ORGANIZATION AND RESPONSIBILITIES

2.1. LMCA Organization. LMCAs must organize to minimize manpower requirements while ensuring the structure allows all required functions of customer support, equipment control, materiel handling, and systems management to be performed and that RDT&E customer support requirements are adequately met.

2.1.1. LMCAs are encouraged to setup separate procedures, standardization, and training functions when there are enough people to meet the support needs. For contractor-operated LMCAs, the quality assurance evaluator (QAE) must be a government employee. Contractor employees may function or serve as IMPAC buying agents for government supplies and equipment as specified by contract requirements.

2.1.1.1. The person or a group of persons may perform multiple functions. The LMCA chief must ensure all functions are performed.

2.1.2. Site Commanders or Directors:

2.1.2.1. Ensure LMCA personnel are not assigned additional duties that interfere with their primary duties.

2.1.2.2. Should continually review duty assignments to make sure separation of duties exists at all levels of the logistics chain.

2.1.2.3. Ensure LMCAs that have undergone cost comparison studies are not assigned additional tasks or duties without providing additional personnel authorizations to complete the new tasks.

2.2. Responsibilities for Organizing and Managing a LMCA.

2.2.1. Table 2.1 lists these responsibilities.

2.2.2. LMCA chiefs and other supervisors make sure that these responsibilities are included on civilian employees' AF Form 1378, **Civilian Personnel Position Description**. These responsibilities should also be the major performance elements on the civilian employee's AF Form 860, **Civilian Performance and Promotion Appraisal-Performance Plan**. The QAE must ensure these responsibilities, as specified in the contract, are included in the Quality Assurance Plan (QAP) for contract evaluation.

2.3. Procedures for Carrying Out Some of the Responsibilities in Table 2.1.

2.3.1. Line 1f. Appoint LMCA personnel to sign for classified property from supply sources and other personnel in the activity to receive classified property from the LMCA.

2.3.2. Line 6. Commanders, directors, and LMCA chiefs make sure that work area support stock (WASS) policies are effectively implemented.

2.3.3. Lines 12 and 13. LMCA chiefs give this portion of the briefing to newly arrived commanders, directors, or their deputies. Give these briefings on the subjects listed in attachment 3 and on other management subjects relating to the activity's logistics support.

2.3.4. Line 15. Set up this program in enough detail to give LMCA personnel training in all areas so they can improve mission effectiveness and satisfy career desires. Include supervised instruction, self-study, and formal training, including chief of supply training programs. Set up individual training records for civilian and military personnel to help assess each person's progress.

2.3.5. Line 16. Set up this program in enough detail to give customer training as required. Use such methods as one-on-one training (such as a sub custodian briefing), formal classroom sessions, customer guides, or any other method needed.

2.3.6. Line 17. Develop and use checklists during each visit. Note and document deficiencies. The LMCA chief reviews and approves all corrective actions.

2.3.7. Line 38. If the request matches an item currently in file, post the current demand date on the document in the file. If the request does not match an item currently in the file, complete research and put a copy of the request in the file. Periodically, compare the file with the stock number directory and destroy items not located.

2.3.8. Line 45. Justification for Urgency of Need (UND) A&B requests can be by any means that facilitates requisition processing.

Table 2.1. Responsibilities for Organizing and Managing the LMCA.

L I N E	A - ACTIONS	B - RESPONSIBILITY OF
1	Appoint the following in writing, by name:	Cmdr/ Director
1a	LMCA Chief	
1 b	Review and approval authority for purchase requests (AFMAN 23-110, vol II, part two, chap 9).	
1c	LMCA chief, the primary equipment custodian, and the Equipment Control Unit chief, as the alternate. Additional alternates in the Materiel Handling unit may be appointed to sign documents for equipment received.	
1 d	LMCA personnel to review and approve urgency of need designators (UND) A and B requests to the standard base supply system(SBSS)	
1e	Quality assurance evaluator (QAE) for a contracted operation	
1f	Classified material control representative.	
2	Appoint the following, in writing, by job title or position.	
2a	At the discretion of the LMCA Chief, appoint Equipment Review and Authorization Activity (ERAA) members from divisions in the organization. Members may include Equipment Control Unit (ECU) personnel according to AFMAN 23-110, volume II, part two, chapter 22 AFMAN 23-110, volume IV, part one, chapter 1.	
2 b	LMCA chief as the equipment approval authority (EAA) to act as recorder should a ERAA meeting be held.	

LINE	A - ACTIONS	B - RESPONSIBILITY OF
2c	LMCA chief as chairman/recorder of the Equipment Pool Advisory Committee.	
3	Make sure government property is properly used, accounted for, and disposed of according to AFI 23-111, Management of Government Property in Possession of the Air Force.	
3a	Establish the policy that the LMCA is the organization's central receiving point for supplies and equipment from all sources as determined by management.	
3b	Make sure all AF Forms 9, Request for Purchase , for supplies and equipment show the LMCA as the delivery point as determined by management.	
4	Assign enough personnel to the LMCA to comply with AFMCPD 23-2, AFMAN 23-110, and this instruction.	
5	Make sure temporary storage area (TSA) items are validated annually for continued retention.	
6	Aggressively enforce Support Stock policy to prevent unnecessary funds expenditure.	
7	Make sure local procedures are developed to route new precision measurement equipment (PME) through the Equipment Maintenance Manager (EMM) for initial calibration (if it's the responsibility of the LMCA) before the warranty expires.	
8	Make sure host tenant or other supply support agreements specifically stipulate that procedure conform to AFMAN 23-110, vol, II, part two, chapter 21, and this instruction.	
9	Make sure an equipment pool advisory committee is established to effectively manage pool resources according to chapter 4 of this instruction.	
10	Request the supporting contracting office to authorize, coordinate, and approve IMPAC Cards for LMCA usage in support of laboratory and test center RDT&E operations.	
11	Require each newly appointed LMCA chief to make an orientation visit to HQ AFMC/LGS or to another LMCA. Use local travel funds.	
12	Require the LMCA chief to give the commander's orientation briefing as soon as possible upon assignment .	
13	Serve as the principal advisor to the commander on materiel matters and policies as they affect the mission. Give mandatory orientation to each new commander or director. See attachment three.	LMCA Chief

LINE	A - ACTIONS	B - RESPONSIBILITY OF
14	Coordinate with the Chief of Supply and Chief of Contracting to develop local procedures where necessary to make sure organizational materiel needs are met	
15	Set up an internal training program to make sure all LMCA personnel are thoroughly familiar with the SBSS, LMCA procedures, and management products.	
16	Set up a customer training program to make sure equipment subcustodians, supply representatives, and support personnel are familiar with AFMC supply and equipment procedures.	
17	Develop and implement an aggressive internal self-inspection improvement program to find and correct deficiencies and to enhance LMCA operations. Schedule semiannual visit to each LMCA unit and document deficiencies/corrective actions. This does not apply to contracted operations. QAEs perform this function as required by contracting policies.	
18	Provide fund estimates for budgets, financial plans and the SBSS stock fund operating program.	
19	Keep current LMCA publication files, including directives and OIs.	
20	Review SBSS and Base Contracting Acquisition System (BCAS) computer products for errors so that prompt corrective action is taken.	
21	Set up an administrative function to route incoming and outgoing correspondence, update suspense control files, safeguard classified documents, and submit timely reports	
22	Review and approve all direct procurement (DP) purchases. Do not delegate this authority below LMCA chief or person named in writing to assume the duties of the LMCA chief in his or her absence.	
23	Make sure document control functions are performed.	
24	Approve Support Stock.	
25	Provide budget input for the semi-annual conference.	
26	Make sure LMCA generated supply and equipment requests are approved by the LMCA chief except for base service store (SBSS) requests. If contractor operations use government furnished supplies and equipment, the QAE approves the requests.	
27	Ensure that representation from the LMCA is provided at each semi-Annual LMCA Conference meeting as required.	

L I N E	A - ACTIONS	B - RESPONSIBILITY OF
28	Ensure that a management program exists to track how effectively the LMCA satisfies its customer's required delivery dates (RDDs) so that necessary improvements can be implemented as required.	
29	Approve all deviations from normal warehouse procedures due to space limitations.	
30	Develop a program to ensure local purchase receipts are processed as quickly as possible.	
31	Take action immediately to recover or invalidate lost inspector's stamps, if used.	
32	Approve and authorize temporary storage.	
33	Monitor SBSS supply and equipment funds.	
34	As the primary equipment custodian, validate, sign, and return custodian authorization/custody receipt listings to the SBSS. Ensure subcustodians conduct total wall-to-wall inventories at least annually.	
35	Immediately identify and, if necessary, report excess or reparable items.	
36	Set up central point for processing supply and equipment requests	
37	Determine the supply source for all supply and equipment requests.	CSU
38	Perform automated research functions and develop tracking systems as required.	
39	Make sure Daily Document Register (DO4) is audited for accuracy and completeness. Take required actions.	
40	Control and monitor due-out validation of supplies between the customer and base supply. Make sure base supply completes required actions.	
41	Follow-up for supplies requested from the SBSS and for supplies and equipment purchased through AF Form 9, BPA, IMPAC credit card, or other system as needed.	
42	Make sure organizational records and funds allocations are properly loaded on the SBSS computer.	
43	Give the SBSS consumption data on national stock number (NSN) items purchased using AF Form 9, BPA, credit card, or other system.	
44	Review and make sure the correct funds are cited on requests that bypass the SBSS.	

L I N E	A - ACTIONS	B - RESPONSIBILITY OF
4 5	Make sure urgency of need (UND) A and B requests are justified by the organization as necessary.	
4 6	Reconcile due-in from maintenance (DIFM) items with base supply.	
4 7	Be the point of contact (POC) between the requester and the SBSS for equipment requests, follow-ups, and accountability.	ECU
4 8	Prepare and send approved equipment requests to base supply equipment authorization inventory data (EAID) property transactions.	
	NOTE: The LMCA chief should negotiate with the host chief of supply to allow LMCA personnel to process certain equipment transactions directly to the supply computer.	
4 9	Ensure that AFEMS is utilized to request changes to authorization standards for EAID accountable items..	
5 0	Coordinate with other activities, when necessary, before sending EAID authorization request changes to the commander, director, or designated representative.	
5 1	Keep files for all EAID equipment requests with related correspondence using AFI 37-138, Records Disposition--Procedures and Responsibilities, and chapter 4 of this Instruction.	
5 2	Brief EAID subcustodians on their custodial responsibilities, unless a Procedures and Standardization Unit performs this function.	
5 3	Monitor the individual customer units to ensure that required subcustodians and alternates have been assigned to effectively conduct inventories as needed. Directors will ensure that necessary inventories are conducted for their customer units when the assigned subcustodians or alternates have not been assigned or are not available.	
5 4	Annually inspect subcustodial accounts to make sure materiel resources are properly managed and the subcustodians are fulfilling their responsibilities.	
5 5	Monitor equipment reports for accuracy and completeness.	
5 6	Audit the Daily Document Register (DO4) and take actions.	

LINE	A - ACTIONS	B - RESPONSIBILITY OF
57	If the organization has precision measurement equipment laboratory (PMEL) equipment if applicable, monitor the PMEL schedule to make sure items are picked up and delivered on time. Also, monitor status of awaiting parts PMEL items and expedite return of the equipment to the requester. Inform the repair activity of equipment items that need inspection, repair, calibration, or adjustment as the items are needed. Coordinate all requests for PME or test measurement equipment with the PMEL.	
58	Review the Consolidated Custody Receipt Listing (R-23) received from base supply and make sure data is complete and accurate.	
59	Input and send to base supply, within 10 workdays, AF Form 601, Equipment Action Request, or AF Form 2005, Issue/Turn-in Request , and supporting documents subject to EAID control upon notification received from sources other than base supply.	
60	Process excess nonstandard RDT&E equipment as required by AFMCI 23-203, Excess Non-National Stock (NSN) Research, Development, Test and Evaluation (RDT&E) Equipment.	
61	Make sure miscellaneous allowance source code (ASC) (especially 040 and 049) are properly assigned.	
62	Monitor status of accountable items in the temporary storage area (TSA).	
63	Act as the focal point for processing relief documents to lost, damaged, or destroyed equipment.	
64	Validate equipment due-outs quarterly. Indicate action to be taken and return list to the chief of supply	
65	Setup centralized receiving, inspection, and property-checking lines (under normal conditions.)	MHU
66	Coordinate setting up bench stocks with the chief of supply.	
67	Maintains list of personnel in the organization authorized to receive classified property.	
68	Give base supply a list of LMCA personnel authorized to sign for classified property.	
69	Inventory and replenish bench stocks.	
70	Maintain a temporary storage area (TSA) if needed.	

L I N E	A - ACTIONS	B - RESPONSIBILITY OF
7 1	Receive and inspect supplies and equipment from vendors or turn-ins from the organization.	
7 2	Provide pick-up and delivery service.	
7 3	When directed by commander or director, keep a 30 day stock of administrative and janitorial supplies used in the organization.	
7 4	Prepare AF Form 2005, Issue-Turn-in Request, for base supply turn-in, set up a pickup schedule with base supply.	
7 5	Maintain an in-transit property area (IPA).	
7 6	Provide security and proper storage conditions for property stored in the temporary storage area (TSA).	
7 7	Keep support stock item lists.	
7 8	Conduct annual reviews of all support stock using the checklist shown in chapter 5 of this instruction.	
7 9	Be the POC to transfer office furniture and large equipment between equipment accounts in the organization	
8 0	Make sure holding areas are secure. Grant access to authorized personnel only.	
8 1	Provide pickup and delivery for PME items when directed by the commander or director.	
8 2	Provide temporary storage according to chapter 5 of this instruction.	
8 3	Perform functional analyses to ensure the applicability of Automated Materiel Control System (AMCS) products to the LMCA's mission.	Systems Manager
8 4	Report and document software problems to AMCS Help Desk.	
8 5	Ensure the system produces all of the weekly, monthly, and quarterly reports as required.	
8 6	Perform backup to hard disk drive as required.	
8 7	Ensure LMCA Chief is notified upon termination of EAID accountability as reflected in the AMCS database.	
8 8	Process computer software updates received.	
8 9	Document hardware problems and perform computer trouble shooting.	

L I N E	A - ACTIONS	B - RESPONSIBILITY OF
90	Load and establish user roles that require access to the AMCS database.	
91	Develop inquiries as required for selected data requirements outside the current computer program.	
92	Ensure maintenance contracts are in force for repair of AMCS computers if required.	
93	Conduct training for all personnel authorized access to the AMCS.	
94	Participate as the LMCA representative on all AMCS working groups responsible for notification and implementation of the AMCS.	

Chapter 3

CUSTOMER SUPPORT UNIT

Section 3A—Issue Process

3.1. Receiving Requests. LMCA customers provide the information for all supply requests as required by AFMCPD 23-2, Logistics Materiel Control Activity Operating Policies. The Customer Support Unit (CSU) receives all supply requests. LMCAs may return to the customer all requests that do not have correct and sufficient information. Request must be reviewed and approved within the activity before going to the LMCA. The CSU and/or Procedures Standardization and Training Unit (PST) will provide customer training as necessary.

3.1.1. LMCA Chiefs are encouraged to let customers call in stock-numbered requests whenever possible. LMCA Chiefs should develop procedures for customers to use DD Form 1348-6, **DOD Line Item Requisition System Document** or a locally developed form (**manual - Long Form**), as the source document for all supply requests, whenever possible. All necessary information should be placed on the DD Form 1348-6 or locally developed form. LMCAs should not require customers to provide other additional letters. Impact statements (i.e., work stoppage/impairment), lengthy justifications, and other data are put on the back of the form or in an attachment when necessary. The customer should provide the essential information for a request. If the customer has a valid National Stock Number (NSN) or locally assigned stock number, the CSU must accept the DD Form 1348-6 prepared with information from AF Form 2005, **Issue/Turn-In Request**, in the top portion. The customer must indicate whether the request is recurring or nonrecurring and the required delivery date (RDD). This permits the LMCA to decide which source of supply is best for the request. LMCAs should not require customers to determine supply codes, such as Urgency of Need Designator, Urgency of Justification Codes, Advice Codes, or Issue Exception Codes.

3.1.2. When customers call in requests, the CSU prepares the supply request source documents. LMCA chiefs and CSUs should attempt to develop procedures with their host chief of supply to let the LMCA, in turn, call in all supply requests or utilize remote terminals, if available, using their preassigned block of document numbers. When this method is used, only one copy of the source document is required. When call-in procedures cannot be used (for example, with part number requests), the CSU sends the form prepared by the customer to base supply. These documents are prepared according to AFMAN 23-110 volume II, part two, chapter 11.

3.1.3. Normally, the CSU receives equipment requests on DD Form 1348-6. After completing research (para 3.2) and determining the source of supply, the CSU sends the form to the ECU. The ECU reviews it and prepares the necessary documents according to chapter 4.

3.1.4. The customer must coordinate requests for munitions and explosives with the munitions accountable supply officer before processing through the LMCA.

3.1.5. Because civil engineering items are highly subject to pilferage, these types of request require additional approval.

3.1.5.1. Requests for items to support a self-help work order from an on-base contractor-operated civil engineering service store (COCESS), government-operated civil engineering service store (GOCESS), or the Standard Base Supply System (SBSS) need an approved AF Form 332, **Base Civil Engineer Work Request**, and a list of required materials. File the materials list with the

completed source document. The AF Form 332 must be approved by the Base Civil Engineer's office before the LMCA can order the materials.

3.1.5.2. Requests to support test projects or programs must be on a DD Form 1348-6 with the appropriate job order number (JON). These requests must be approved by the designated approving authority. AF Form 1445, **Materials and Equipment List**, may be used instead of DD Form 1348-6.

3.2. Researching Requests. The LMCA gets a block of issue document numbers from the chief of supply.

3.2.1. When the CSU gets the request, the CSU clerk checks the document (if the LMCA does not use the call-in method or the request is received on a document) to make sure it is prepared correctly and contains sufficient information. The request is then researched to help the CSU determine the correct supply source.

3.2.2. Effective and thorough research is the key to a well-run LMCA operation. Researchers should use AFMAN 23-110 volume II, part two, chapter 27, and all possible sources to process requests through Base Supply and the Air Force Stock Fund system according to AFI 65-601, Vol 1, Budget Guidance and Procedures.

3.2.3. Use of an automated research system is required.

3.2.4. After receiving a request, the CSU researches it. If the request is for equipment, the CSU determines the source of supply and sends it to the ECU. The ECU reviews the request and processes it according to chapter 4.

3.2.5. When the CSU cannot cross-reference a part number to a valid stock number, the request is edited to find out if it:

3.2.5.1. Fully describes the item.

3.2.5.2. Gives the manufacturer's name and part or model number and not a supplier's catalog or reference number.

3.2.5.3. Suggests a source.

3.2.5.4. Justifies sole source or brand name.

3.2.6. If the CSU finds the requested item on any of the available lists, the CSU marks the stock location on the request form and sends it to the Materiel Handling Unit (MHU). The MHU checks to see if the item is in stock. If the item is in stock, the MHU delivers it to the customer. The CSU files the request according to paragraph 6.7.

3.2.7. The MHU sends the request back to the CSU for processing if it cannot find the item in support stocks or fills the request from other resources.

3.2.8. The SBSS research section, not the LMCA, assigns all L and P numbers according to AFMAN 23-110 volume II, part two, chapter 3.

3.2.9. In all cases, first check to see if the request can be filled through SBSS channels. Stamp, mark, or sign the document to show that all research, stock checks, and other preprocessing actions have been completed.

3.2.10. Many factors affect the daily operation and selection of the supply sources. In many cases, the right supply source will be a result of overall mission consideration. In some cases, the right supply source will be a judgment call.

3.2.11. Check to make sure a valid Job Order Cost Accounting System (JOCAS) or job order number (JON) is used for each request.

3.3. Maintaining Document Registers. The CSU sets up a formal automated document control system. Blanket purchase agreements (BPA) and credit card purchases are to be recorded as required by the local contracting office.

3.3.1. These registers serve as the primary index to the transaction audit trails. These registers should show a clear transaction trail from the time the document number request is signed until the property is received.

3.3.2. Although AF Form 9's are usually prepared for direct procurement, local contracting procedures will dictate acceptable methods of procurement.

3.3.3. Dispose of these files according to AFI 37-138, Records Disposition--Procedures and Responsibilities.

Section 3B— Processing Requests

3.4. Processing Documents to Supply Sources. SBSS Requests. Supply demands are placed on the SBSS in person, by mail, telephone, or remote terminal. Request formats for demands going to the SBSS must conform to AFMAN 23-110 volume II, chapter 11.

3.4.1. After sending the request to the SBSS, send one copy of the request with the document number to the customer, unless the request was called in. In that case, call the customer or devise a local procedure to promptly inform the customer that the request was either an issue or due-out (DUO).

3.4.2. Put one copy of the request in a suspense file.

3.5. Direct Procurement Requests. Direct procurement includes items requisitioned by AF Form 9, Request For Purchase, International Merchant Purchase Authorization Card (IMPAC), and Blanket Purchase Agreements (BPAs). AFMAN 23-110 volume I, part one, chapter 8; volume II, part two, chapter 21, and AFI 65-601, Vol 1, Budget Guidance and Procedures, give direct procurement authority for requests that the SBSS cannot support.

3.5.1. Non-NSN material is authorized for direct procurement.

3.5.1.1. Administrative, janitorial supplies, and/or tools unavailable through Base Supply.

3.5.1.2. Centrally procured material that is required to eliminate work stoppages, mission impairment, or training delays for RDT&E project support is authorized for direct procurement, if a central source cannot provide the items to meet/satisfy the customer's required delivery date (RDD). Note: Obtain Air Force Centrally Procurement Item Manager approval and verbally/confirm by message when applicable.

3.5.1.3. Material normally available in supply are candidates for direct procurement when out of stock conditions exist.

3.5.1.4. Construction material beyond the scope of local COCESS/GOCESS contract.

3.5.1.5. Use the appropriate method of direct procurement as dictated by dollar value, and local contracting procedures; AF Form 9, BPA, and IMPAC.

3.5.2. The CSU will approve all requests not in direct support of an RDT&E project. In addition, any purchase for material consumed by the LMCA will be approved by the LMCA Chief.

3.6. Reporting of Health Hazard Items. Ensure, on a monthly basis, a listing of all health hazard item purchases through any source other than base supply is sent to the Base Bioenvironmental office, unless individual transactions are processed through the Base Bioenvironmental office. Use the procedure in AFMAN 23-110 volume II, part two, to ensure the Base Bioenvironmental office preapproves issue of serious health hazard items. The format for the monthly report, if required, should be agreed on between the LMCA chief and the base Bioenvironmental Engineer.

3.7. Processing Requests For Repair Cycle Items. Either O&M or project funds will be used to obtain repair cycle assets required for RDT&E activities. Repair cycle (XD) items which will not be mutilated or modified will be accounted for as Special Purpose Recoverable Authorized Maintenance (SPRAM) assets on SPRAM details. If a repair cycle item NSN is put on a SPRAM detail and is later mutilated or modified and the modification does not convert to a good NSN, the item must be re-identified and deleted from the SPRAM detail. If the item will still be used for RDT&E and accountability is required, it may be identified to a "L or P number" and maintained on EAID as equipment under ASC 040. When the item is no longer required, it will be turned in to DRMO.

3.7.1. Process requests as initial issue when the item will be irreversibly modified and its identity changes; when it will be destroyed in the course of a test or research; or for any other condition that will prevent it from being returned to the Air Force inventory for its originally intended use.

3.7.2. The customer sends a justification letter to the LMCA. The LMCA sends the letter to the SBSS for filing with justification. Be careful when purchasing new items since they represent a loss to the Air Force inventory.

3.7.3. The LMCA chief is the final authority for reviewing and approving or disapproving initial issue requests for repair cycle items.

3.7.4. The CSU due-in from maintenance (DIFM) monitor daily updates and reports the current status of repair cycle items under DIFM control. The monitor uses the D-23 DIFM list report from Base Supply.

3.8. Processing Contract Repair Service Requests. Use a control register to monitor contract repair items. Paperwork for these transactions may be kept in the CSU or ECU, at the option of the LMCA Chief.

3.8.1. Process annual maintenance contract requests and followups according to local base procedures.

3.8.2. Process one-time repair requests on an AF Form 9 or use the IMPAC Credit Card as appropriate. The LMCA keeps a suspense file of these requests.

3.8.3. The Site Commander/Director or designated representative may at his or her discretion, authorize an activity other than the LMCA to process repair requests.

3.8.4. Contract Repair Service Requests. Develop local procedures to process these follow-ups.

Section 3C—Follow-up Process

3.9. SBSS Request. The CSU will monitor base supply management products for discrepancies. Follow-up and corrective actions will be initiated if a discrepancy is found.

3.9.1. When a requester determines an estimated delivery date (EDD) is unacceptable or there is no positive supply status, the CSU will follow up to base supply. When follow-up action with base supply shows an EDD that will not satisfy the required delivery date (RDD), and a work stoppage/mission impairment will occur, emergency local purchase is authorized.

3.9.2. Use a letter or telephone, depending on the priority, to follow up with base supply. Follow-up requests contain at least the following:

3.9.2.1. Stock number.

3.9.2.2. Due-Out (DUO) document number.

3.9.2.3. Quantity requested.

3.9.2.4. Requisition number, if known.

3.9.2.5. Required delivery date. (RDD).

3.10. Correcting Discrepancies. The CSU or ECU follows up discrepancies on DD Form 1348-1, DOD Single Line Item Release/Receipt Document, and makes any needed adjustments, such as reverse posts or contacting base contracting.

Chapter 4

EQUIPMENT CONTROL UNIT

Section 4A—Requests for Equipment

4.1. Receiving Requests. Equipment requests can be received from subcustodians electronically, by letter, call-in, walk-in, or on DD Form 1348-6 or locally developed form. After research, the CSU gives the request to the Equipment Control Unit (ECU) to evaluate, to prepare paperwork and to process. The ECU prepares AF Form 2005 or completes the DD Form 1348-6 (blocks 1-35, 44-66) or locally developed form for equipment authorized according to the allowance standard (AS). The approval authority is at base level for equipment authorized for research, development, test, and evaluation (RDT&E). EAID requests for R&D purposes require the Job Order Number (JON). Descriptive justification will be at the option of the site commander/director. Promptly enter all EAID requests and keep accurate audit trails in the Automated Materiel Control System (AMCS).

4.1.1. Equipment Managers. Personnel must take maximum care of government property. They must ensure records are current and reflect the latest changes to custodial accounts. Organizations promptly ask for a change to authorizations after a function is reduced or eliminated or after significant mission changes occur. Organizations promptly identify and process excesses, including projected excess from active projects that are associated with completed or canceled projects.

4.2. Preparing AF Form 601, Equipment Action Request, or in AFEMS, screen (TACR).

This form is used to:

4.2.1. Authorize equipment under the miscellaneous allowance source codes (ASC) in Air Force Index 10, Management Control and Authorization Program For Table of Allowance (TA) and Allowance Source Codes (ASC) for USAF Activities, except for ASCs 987, 040 and 049.

4.2.1.1. Request changes to allowance standards (AS).

4.2.1.2. Get higher headquarters approval when the LMCA does not have the authority to approve the allowance.

4.2.1.3. Obtain approval for item allowances with approval authority above the wing or base commander.

4.2.2. The form's basic uses are to:

4.2.2.1. Establish, increase, reduce, or delete equipment authorizations.

4.2.2.2. Provide ERAA recommendations to the EAA for approval or disapproval if appropriate.

4.2.3. The ECU performs quality control of AF Form 601 or (TACR) screen to ensure correct data, clear justifications (where required), and complete research of the requested item.

4.3. Processing EMC-1 Requests. The ECU validates EMC-1 coded items to ensure compliance with AFMAN 23-110 volume II, part two, chapter 22. If the items are not available in the LMCA holding areas, prepare an AF Form 2005. Ensure the selected AS or BOI corresponds to the customer's function. Return all copies of the document to CSU.

4.4. Processing a Request for Equipment Authorization Inventory Data (EAID) Items. When a request for an EAID item is received, enter the item in the AMCS EAID record file, with "IN WORK" in the assets field and request an AF Form 601 (TACR) control number under program control. Before processing the due-out or direct procurement, review the AMCS R-23 consolidated custody receipt listing, intransit property area (IPA), temporary storage area (TSA), equipment pools and ASCs 048/000 records for an available item to fill the requirement. When the ERAA/EAA concurs with an authorization beyond base approval, send an AF Form 601 or (TACR) to the Command Equipment Management Office (CEMO). When processing a sole-source request, use transaction exception code (TEX) "Z" to stop the standard due-out release sequence.

4.4.1. The ECU may direct TSA items to be temporarily issued to satisfy another requirement. Coordinate action with both subcustodians to make sure the item will be available when needed by either of the accounts. When this procedure is used, write "Available in TSA" across the equipment request for EAA/ERAA disapproval. Send a copy of the disapproved request to the MHU and return a copy to the subcustodian. Update the AMCS EAID record by :

4.4.1.1. Coordinating with the TSA monitor to delete the item from the TSA listing.

4.4.1.2. Select the hand receipt file to cancel the hand receipt to the MHU for the TSA.

4.4.1.3. Print a new hand receipt for gaining subcustodian signature and file it in the subcustodian's CA/CRL jacket file.

4.4.1.4. Change the location field to show the new temporary organization, shop and location.

4.4.1.5. Use the appropriate ASC. When the hand receipt expires, contact the borrowing subcustodian to make sure the equipment is returned to the TSA or owning subcustodian. Update the hand receipt file and print a new hand receipt for items returned to the TSA.

4.4.2. When an item is available for sources other than TSA or IPA, initiate hand receipt actions. Use hand receipt or FET actions for items that are available under another shop code or equipment pool.

4.4.3. When the request cannot be satisfied from in-house resources, and is available through the base supply system, process a due out. If not available from base supply and the item is budget code 9 or z, process a direct procurement.

4.4.4. Screen the equipment request (ERRC ND or NF items) against the allowance standard to determine the appropriate ASC.

4.4.5. Send non-national stock numbered requests to base supply for assignment of "L" OR "P" numbers.

4.4.6. Send EAID requests with supporting documentation to the ERAA as required for SA items and when technical complexity of R&D items exceed LMCA capabilities. The ERAA if appropriate recommends approval and/or disapproval, and returns the request to the EAA for final processing to the LMCA.

4.4.7. If the EAA disapproves the request, or it was disapproved to permit issue from another account, note the reason on the request. Send a copy of the disapproval to the subcustodian.

4.4.8. If the EAA approves the request and it then requires above base level approval, send an AF Form 601 or (TACR) to HQ AFMC/LGSW. When it is approved by the CEMO, take action to get the property from the appropriate supply source.

4.4.9. If the CEMO returns a disapproved AF Form 601 or (TACR), give the subcustodian a copy of it with the DD Form 1348-6. Follow the file disposition table in AFMAN 23-110 chapter 22.

4.4.10. To process requests through base supply:

4.4.10.1. LMCAs without a SBSS remote terminal send a copy of the approved document to base supply to load the authorization and requisition or issue the item. Base supply returns the paperwork with the DD Form 1348-1 to the LMCA after processing the transaction. At this time, update the AMCS.

4.4.10.2. LMCAs with a SBSS remote terminal process transactions following AFMAN 23-110 and update the AMCS.

4.4.11. To process requests through other than base supply:

4.4.11.1. ECU assigns an OT label number and establishes an EAID record by entering DIRECT PROC in the assets field.

4.4.11.2. Return a copy of the request to the CSU.

4.4.11.3. Keep documents in a suspense file.

4.4.12. When the item is received and accepted, record it on the AMCS custody account, and complete the FED process within 10 workdays. Process FED using AFMAN 23-110 vol II, part II, chap 22.

4.4.13. To process transfers (FET) between subcustodial accounts:

4.4.13.1. The use of a form letter for FET actions is optional. If used, this form letter should reference the equipment management and accounting system (EMAS)/AMCS number and detail number as well as provide a signature block for the gaining and losing custodians.

4.4.14. For transfers to other accounts in the base supply system:

4.4.14.1. The gaining custodian gives the same information for a FET as an issue request transaction (ISU) request, and also provides the losing subcustodians an in-use detail number. ECU will process FET, using AFMAN 23-110 vol II, pt II, chap 22.

4.4.14.2. When the transfer is completed, the LMCA primary or alternate custodian signs the #1 copy of the FET for return to base supply and uses the LMCA copies to get the gaining custodian's signature.

4.4.14.3. Update the Automated Materiel Control System (AMCS) and return a copy to subcustodians. Follow disposition rules in AFMAN 23-110 vol II, pt II, chap 22.

Section 4B—Turning in Equipment

4.5. Processing Turn-Ins. The subcustodian tells ECU what AMCS label number they want to turn-in. The method subcustodians use for turn-in (TIN) is determined by the LMCA chief.

4.5.1. The ECU enters the label number into the hand receipt file, prints the hand receipt and puts it in a "suspense turn-in" file until after it is advertised in the excess listings. Circulate a list of excesses to meet in-house requirements. When an item is selected, the hand receipt serves as authorization from the losing subcustodian. If the item is not required, procedures in this instruction are followed to advertise it throughout the command. If the item is still not required, send one copy of the hand receipt

and an AF Form 2005 to MHU for TIN. Keep a suspense file marked "awaiting TIN pickup" until MHU returns the signed AF Form 2005. Monitor the DO4 until the action appears, then follow file disposition rules for the suspense and TIN documents.

4.5.2. Use the AMCS program control form for TSA turn-ins.

4.5.3. Turn in all equipment items, including EMC-I items, according to AFMAN 23-110.

4.6. Document Flow for TINs of all Equipment on an AFMC Base. After verifying the equipment status and information, the ECU updates the hand receipt file, prints two copies and sends the TIN request to the MHU. The ECU keeps the document in a suspense file marked "awaiting T/I pick-up" until after the MHU picks up the item for the subcustodian. The MHU signs the subcustodian's copy to acknowledge receipt and puts the property in the LMCA in-transit property area (IPA). MHU then sends the ECU IPA (if established) monitor one copy of the Hand Receipt showing the date and time of pick-up, IPA warehouse location, and item condition. On receipt, ECU destroys the suspense TIN document and, when necessary, prepares AF Form 2005 for TIN. Use AFMAN 23-110 vol II, part two, chapter 13 for EAID items turned in to supply. NOTE: Activities that report according to this instruction will delay AF Form 2005 processing until they have completed reporting and screening requirements. NSN equipment excesses must be processed directly to the SBSS according to AFMAN 23-110 volume II, part two, chapter 22. The MHU picks up turned in property from the subcustodian after the paperwork is received from the ECU.

4.6.1. When pre-TIN actions are completed, the ECU assigns a document number to the request for SBSS processing. After SBSS receives the property, MHU obtains the signed AF Form 2005 and returns it to the ECU for filing.

4.6.2. When the turn-in (TIN) and EAID file maintenance transaction (FCI) appear on the DO4, the following actions are required:

4.6.2.1. The IPA monitor if established completes the INTRAN file by deleting the appropriate label number.

4.6.2.2. The ECU clears the hand receipt file.

4.7. Document Flow for Non-NSN Equipment (Serviceable or Repairable) TINs on Non-AFMC Base. After verifying the equipment status and information, the ECU updates the hand receipt file, prints and sends two copies of the appropriate paperwork to MHU. The ECU keeps a suspense file marked "awaiting T/I pick-up" until the MHU picks up the items from the subcustodian. The MHU picks up the item, signs the subcustodian's copy to acknowledge receipt, and puts the property in the IPA if established. The MHU returns one copy of the signed hand receipt to the ECU showing the date, time of pick-up, IPA warehouse location and item condition. Upon receipt, ECU destroys the suspense copy and prepares the TIN document using AFMAN 23-110 volume II, part two, chapter 13.

4.7.1. Activities reporting excesses according to this instruction do not turn in assets to supply until reporting and screening requirements are complete. The MHU picks up the property after the TIN document is received from the ECU.

4.7.2. If redistribution is requested, the ECU will assign a document number to the request and coordinate shipping actions. Base supply uses the remaining document copies to process turn-ins, shipments, or other actions.

4.7.3. If the item has not been redistributed, the ECU processes an AF Form 2005 for TIN to base supply. Update the AMCS equipment file after supply deletes the in-use record.

4.7.4. The document signed by base supply becomes the ECU copy. When the TIN and FCI appear on the Daily Document Register (DO4), the following actions are required:

4.7.4.1. The ECU deletes the appropriate label number.

4.7.4.2. The ECU clears the hand receipt file and makes authorization changes as required.

Section 4C—Files Maintenance and Administrative Practices

4.8. Establishing EAID Records. The SBSS is the EAID record manager for all EAID records. The LMCA chief, as primary custodian to base supply, sets up files that accurately account for equipment. To prevent base supply computer rejects, coordinate closely with the equipment management section (EMS).

4.8.1. The ECU manages equipment documents according to AFMAN 23-110, volume II, part two, chapter 22 and AFI 37-138. The ECU uses validation listings to manage most approved documents. These listings, for categories shown below, are validated as frequently as necessary to reduce files, but at least annually and signed by the LMCA or ECU. Keep the approved document on file until the categories appear on the AMCS ASC list (QO9).

4.8.1.1. Special allowance flags, A, C, L, T, U.

4.8.1.2. Each miscellaneous ASC reflected in AFIND 10, (except those for excess, special allowance, temporarily required and loaned equipment).

4.8.2. The ECU maintains:

4.8.2.1. The SBSS consolidated CA/CRL (R23), that is signed by the LMCA chief.

4.8.2.2. SBSS and AMCS work copy CA/CRLs.

4.8.2.3. The signed original current copies of all AMCS (R14) as supporting documents for the consolidated CA/CRL (R23).

4.8.2.4. Copies of appointment letters and responsibility briefing statements for the primary and alternate subcustodian.

4.8.2.5. Current documents that affect the authorized or in-use quantities that are signed or submitted by the subcustodian with the CA/CRL. Also include:

4.8.2.5.1. The ECU copy of direct procurement documents. In this case, the subcustodian does not have to sign FED documents.

4.8.2.5.2. Hand receipts for EAID items in holding areas.

4.8.2.5.3. Validation letters.

4.8.3. Keep a separate loan jacket suspense file for equipment on loan from or to the organization. Make sure there is close management and timely retrieval of loaned assets.

4.8.4. Keep a suspense file for direct procurement requests. Set time frames to process an inquiry of assets equal "DIRECT PROC" and validate suspense against the direct procurement register within CSU. Additional files may be created to help local management. Document follow-up actions on the suspense copy or attach the inquiry to it.

4.8.5. Keep a suspense file for requests that need higher than base level approval. Suspense copies are not required for base level approved documents. The control register serves as the suspense file; therefore, the control register must be updated each time to correlate processing of the document.

4.9. Establishing a Control Register. The AMCS maintains a single equipment control register for EAID requests. When AF Form 2005 is used, enter the ECU control number in block C.

4.10. Managing EMC-1 R 15 items

4.10.1. DoD 700.14 R, Financial Management Regulation, Accounting Policy and Procedures, Volume 4, establishes policy requirements for Department of Defense agencies regarding government owned assets whenever public funds are invested. This obligation is imposed even though the property may not meet the criteria to establish EAID accountability. AFI 23-111, Management of Property In Possession of the Air Force, prescribes at all levels, basic policy and responsibility for managing property under the control of the Air Force. HQ USAF directed that Organizational Commanders be responsible for the control and accountability of all Budget Code 9 equipment which meets the following criteria:

4.10.2. Criteria.

4.10.2.1. Dollar Value equal to \$2,500(twenty five hundred) or more.

4.10.2.2. Budget code equal to "9".

4.10.2.3. ERRC code equal to "NF1".

4.10.2.4. ERRC code equal to "NF1", Budget Code equal "9" designated with one of the following pilferable controlled item codes assigned by the SBSS. (NOTE: Pilferable items do not have a minimum dollar value.)

4.10.2.4.1. Code J: Code J is assigned to items requiring special control to prevent pilferage but which do not meet the definition of any other pilferage code. This may include items of narcotic paraphernalia type. The coding activity may designate pilferage controls to items having the Code "U" (unclassified) by recording the item as "J". Coding activities may reassign one of the following pilferage codes to items preciously coded as "J" or "U".

4.10.2.4.2. Code I: Aircraft engine parts.

4.10.2.4.3. Code M: Handtools and shop equipment.

4.10.2.4.4. Code N: Firearms.

4.10.2.4.5. Code P: Ammunition and Explosives.

4.10.2.4.6. Code Y: Communications/Electronics equipment and parts.

4.10.2.4.7. Code Z: Vehicle equipment and parts.

4.10.3. The following are excluded from the this program:

4.10.3.1. Individual clothing and equipment.

4.10.3.2. Office machines

4.10.3.3. Lamps (FSG 62)

4.10.3.4. Furniture (FSG 71)

4.10.3.5. Clothing items. (FGS 84)

4.10.3.6. Aircraft Pallets and Nets.

4.10.4. Accountability: Items ordered through the Standard Base Supply System (SBSS) meeting the criteria will automatically appear on (SBSS in-use detail modified 201 record) Organization Visibility List (R-15) when the item is issued. If the request is backordered, the in-use detail will not be established until the item is issued. This R15 can be requested from the SBSS on a recurring basis by submitting an AF Form 2011 to base supply.

4.10.4.1. Items meeting the criteria will be inputted into AMCS. Equipment custodians must be assigned and these items inventoried annually.

4.10.4.2. Items no longer required, must be processed as turn-ins to the SBSS to clear the R-15 details.

4.10.4.3. If theft of government property is suspected, the organization commanders should initiate corrective action according to AFI23-220, Reports of Survey for Air Force Property.

4.10.5. Other Budget Code 9 Organizational Equipment: Accounting for other Budget Code 9 items is not mandatory since all military and civilian government personnel are responsible to safe guard government property in their possession. The LMCA Chief may account for these assets in AMCS, they will be inventoried annually.

4.11. Using Miscellaneous Management Products. Although the CSU keeps most of the products listed below, the ECU uses them on a daily basis to verify that inputs made by base supply are correct, detect delinquent Issue Requester Transactions (ISUs) or Due out releases (DORs), validate continued need for priority requisitions, and detect other internal ECU management needs. The base supply products used by the ECU and CSU are:

4.11.1. DO4 Daily Document Register

4.11.2. DI8 Priority Monitor Report

4.11.3. MI4 Stock Number Directory

4.11.4. M3O Due-Out Validation

4.11.5. QO9 Allowance Source Code Listing

4.11.6. Q1O Out of Balance Listing

Section 4D—Special Instructions

4.12. Assigning Allowance Source Codes (ASC) 040 and 049. ASCs 040 and 049 are used only for items directly applied to a project or in direct support of RDT&E projects when the items cannot be identified as (or properly substituted for) equipment authorized in existing allowance standards (ASs). Use 040/049 for all project equipment and 040/049 TEMP for equipment in TSA. Use existing ASs to the maximum existing possible consistent with their intended application. Do not use ASC 040 and 049 for normal support requirements. Such items are authorized by citing published ASs. Stock numbers for com-

munications security (COMSEC) equipment are identified with material management codes CA or CS. Enter COMSEC under ASC 049 when COMSEC equipment is used for RDT&E projects.

4.13. Processing EMC Changes. When an EMC item changes, the ECU completes necessary actions to ensure proper accountability is maintained.

4.14. Processing Equipment Loaned or Funded by Other Than Air Force Activities. When title remains with loaning or funding agency, load EAID records using FED procedures and ASC 050. Within the AMCS, change the assets field to "ON LOAN." When the assets are borrowed for 30 days or less, do not set up EAID records. Set up controls to make sure these items are returned to the owning agency when they are no longer needed. If the owning agency refuses to take the items and the borrower needs them, take allowance action.

4.15. Processing Equipment Loans. There are two types of loans used by Air Force activities:

4.15.1. Interbase loans (063/064) require LMCA chief approval before assets are loaned. Procedures outlined in AFMAN 23-110 volume II, part two, chapter 22, apply.

4.15.1.1. Intrabase loans and transfers within LMCA accounts do not require HQ AFMC approval. Use Hand Receipts to process these loans. Set up controls to make sure that assets are returned on time.

4.15.2. Lease, loan and donation of government equipment to nongovernment agencies (NGA).

4.15.2.1. Pursuant to 15 U.S.C. Section 3710(i), the Director of a laboratory or the head of any federal agency or department may loan or lease research equipment that is excess to the needs of the laboratory, agency, or department to an educational institution or nonprofit organization for the conduct of technical and scientific education and research activities.

4.15.2.2. Pursuant to 15 U.S.C. Section 3710a, a laboratory director may provide property (equipment) to collaborating party under a Cooperative Research and Development Agreement.

4.15.2.3. Pursuant to 10 U.S.C. Section 2194, a laboratory director may loan defense laboratory equipment to an Education Institution pursuant to an Education Partnership Agreement.

4.15.2.4. For purposes of this guidance, the terms loan, lease or provide shall be used synonymously and shall refer to providing either research or laboratory equipment on an exclusive basis to an authorized recipient.

4.15.2.5. The Components must only loan equipment to authorized recipients for the purposes authorized under the subject authorities. These are loans of:

4.15.2.5.1. Excess research equipment to educational institutions or nonprofit organizations for the conduct of technical and scientific education and research activities;

4.15.2.5.2. Property (equipment) to collaborating parties under a Cooperative Research and Development Agreement for the conduct of specified research and development efforts which are consistent with the missions of the laboratory; and

4.15.2.5.3. Defense laboratory equipment to local educational agency, colleges, universities, and any other nonprofit institutions that are dedicated to improving science, mathematics, and

engineering education under an Education Partnership Agreement for the purpose of encouraging and enhancing study in scientific disciplines at all levels of education.

4.15.3. All loans must be in writing and sufficiently identify the property loaned.

4.15.3.1. The terms of the loan can be set forth either in the terms of the authorized agreement (Cooperative Research and Development Agreement or Education Partnership Agreement), an attachment thereto, or in a separate agreement. The written agreements should include terms to sufficiently protect the DoD's interest in the property. For example, the agreements should include terms such as termination provisions, a duration provision, and/or a liability disclaimer. Laboratory directors should also consider including the requirement that the recipient obtain appropriate insurance coverage and/or other provisions that will insulate the DoD from liabilities stemming from the recipient's use of the loaned property.

4.15.3.2. Costs. Loans pursuant to a Cooperative Research and Development Agreement may be for a fee or free of charge. Loans pursuant to 15 U.S.C. 3710(i) and 10 U.S.C. Section 2194 should be free of charge. However, the recipient may be required to pay all costs associated with packing and transportation.

4.15.3.3. Demilitarization. All equipment to be loaned must be screened to ensure compliance with DoD demilitarization requirements.

4.15.3.4. Environment. All equipment to be loaned must be screened to ensure compliance with all environmental laws and regulations.

4.15.4. Processing Loan Request.

4.15.4.1. The LMCA chief will review all requests to loan equipment to ensure they are connected to a contract, grant, cooperative agreement or CRDA.

4.15.4.2. The duration of the loan may be for the length the instrument (contract, grant, etc) of approval will remain in effect.

4.15.4.3. After approval, the LMCA chief will ensure the loan agreements are prepared according to Sample Loan/Lease Agreement at attachment 6. Sample Loan/Lease Agreements are not mandated for CRDAs but may be used when applicable.

4.15.4.4. The organization commander must send other loan requests to SAF/AQ to obtain approval. The request to SAF/AQ must include a memo justifying the loan and a completed Loan/Lease Agreement.

4.15.5. Management of Items Placed on Loan to NGA by LMCA Organizations .

4.15.5.1. LMCA must retain a receipt document signed by the lessee as well as a lease agreement for items loaned to NGA.

4.15.5.2. LMCAs will inventory loaned equipment annually. This inventory may be accomplished by sending a memo to the lessee to verify the assets are still available.

4.15.5.3. The lessee will pay all transportation costs to and from the lessee's facility unless exempt by law or regulation. The LMCA will assign a loan number and establish a loan folder for each loan processed and approved

4.15.5.4. The loan number will consist of the four digit calendar year (1998, 1999, etc) plus a three digit serial number (001, 002, etc). The three digit serial number will begin with 001 on 1 January of each calendar year and run consecutive through 31 December.

4.15.5.5. The loan folders will consist of the receipt document signed by the lessee, copy of the contract, grant, cooperative agreement or CRDA, and a copy of the signed lease agreement listing all items placed on loan. The folders may also contain any other pertinent information deemed necessary by local management.

4.15.5.6. LMCA will annotate the asset field of AMCS with "on loan" for each equipment item placed on loan. The SBSS does not have to be updated for items placed on loan to NGAs.

4.15.6. Processing Loan Extensions: The LMCA chief may approve loan extensions for contracts, grants, cooperative agreement or CRDAs.

4.15.6.1. Extensions may be approved for the length of time the instrument approving the original loan agreement will remain in effect.

4.15.6.2. SAF/AQ must approve extensions for loans initially approved by their office.

4.15.7. The assets will be returned to LMCA for further utilization or disposal when loans are terminated.

4.15.8. RDT&E equipment provided to a contractor or other government agency for modification, testing, evaluation, and return remains on the original CA/CRL with the same ASC. Ship these items according to paragraph 4.16. Mark the DD Form 1149, requisition and invoice/shipping document, as "Do Not Post" and include the receiver's signature and telephone number, organization name, and proposed date of return. Set up a suspense system to ensure assets are returned on time. The SBSS will not be updated for these transactions. AMCS will be annotated to reflect "On Loan".

4.16. Processing Equipment Shipments. When equipment is shipped to another location and accountability is retained (that is, repair and return, loan, or shipped for modification, testing, evaluation, and return):

4.16.1. Make the necessary AMCS changes by placing the item on "HAND RECEIPT" or "ON LOAN." Loans will show the Julian date of expiration in the ASC field: for example, 0409078. Enter the loan number in the location field.

4.16.1.1. Prepare a DD Form 1149 marked "DO NOT POST" to make sure accountability is not transferred.

4.16.1.2. The document number shows the activity's assigned fiscal year (FY) account number. If none is assigned, use FY 9999. Under no circumstances may a FY account number be used for the permanent transfer or disposal.

4.16.1.3. The MHU delivers the asset and the DD Form 1149 directly to the transportation office.

4.16.1.4. The MHU returns a completed and signed copy of the DD Form 1149 to the ECU.

4.16.1.5. The ECU files the DD Form 1149 in the loan jacket suspense file until the asset is returned.

4.16.2. When equipment is shipped to another location and accountability is ended:

4.16.2.1. Make the necessary AMCS changes.

4.16.2.2. Turn in the asset to base supply with proper paperwork, to include specific shipping instructions.

4.16.3. The procuring contracting officer or the administrative contracting officer (ACO) must approve shipments of government-furnished property (GFP) to contractors. A copy of the contract will be sufficient.

4.17. Using Rental Equipment. Investigate equipment rental as a means to satisfy short-term needs. Rental equipment is accounted for as non-EAID.

4.18. Getting Individual Equipment Items . Comply with base supply requirements and AFMAN 23-110, volume II, part two, chapter 23. Develop local procedures within base supply to get these items.

4.19. Inventorying In-Use Equipment . The LMCA chief determines when inventories will be accomplished, and selects all subaccounts that are due for inventory by printing the custodian directory file. Inventories of subaccounts must be conducted at least annually for all items except installed aircraft RDT&E equipment. Print AMCS report 3, Subcustodian Directory Listing, section two, part one, for subaccounts that are due an annual inventory within 45 days of the due date. The ECU:

4.19.1. Selects the accounts to be inventoried and prints the CA/CRL.

4.19.2. Notifies the subcustodian to report to the ECU to pick up the CA/CRL and bar code reader.

4.19.3. Instructs the subcustodian on 100 percent wall-to-wall inventory procedures.

4.19.4. The ECU downloads the bar code reader as required. Upon completion of the inventory, the ECU updates the custodian inventory file and runs a new CA/CRL. The subcustodian signs and dates the CA/CRL within 15 days to acknowledge performance of inventory and responsibility for the property. The ECU researches and documents errors that were not resolved before getting the signature. Correct discrepancies as soon as possible, but under no circumstances later than 30 days, after the date the CA/CRL is signed.

4.19.5. Plan in advance to inventory problem accounts that are expected to take more than 15 work-days, such as large-volume accounts that have equipment widely dispersed geographically. The ECU should also evaluate the feasibility of splitting the account into smaller accounts to prevent the same problem a year later.

4.19.6. It is AFMC policy that on board, installed RDT&E test equipment will not be removed from test aircraft to accomplish annual/periodic government equipment inventories. The custodian will maintain a computerized data base of currently installed RDT&E EAID assets on assigned aircraft as applicable. This listing will be used to maintain control of assets while they are installed on aircraft. Upon completion of the inventory, the custodian will provide a copy of the data base listing to the ECU for file with a cover letter stating the item/s listed were installed on specific aircraft and are inaccessible for inventory. The ECU will use this listing and cover letter to update the inventory date/s. The custodians will update the equipment data base as equipment is removed or replaced.

4.20. Holding Accounts. The ECU must use holding account data base files for every accountable item in the temporary storage area (TSA) or intransit property area (IPA). See specifics on holding accounts in chapter 5.

4.20.1. The in-transit property area (IPA), if established, is used when items are held pending issue to customer, in transit to base supply, or repair and return.

4.20.2. Except for ADPE, the maximum time to hold items in the IPA is 90 days.

4.20.2.1. Based on the Hand Receipt, AF Form 2005, or AF Form 601, MHU will provide ECU status updates on item changes.

4.20.2.2. The IPA storage codes are:

4.20.2.2.1. D. Serviceable item awaiting disposition instructions.

4.20.2.2.2. E. Repairable item awaiting disposition instructions.

4.20.2.2.3. X. Item reported according to this instruction.

4.20.2.2.4. Z. Condemned item awaiting processing to base supply.

4.20.2.2.5. Y. ADPE awaiting DARIC disposition (120 days).

4.21. Processing Items to Contract Maintenance. Normally, items authorized for contract maintenance are processed through the LMCA. However, at the option of the site commander or director, items may be processed directly to contract maintenance by the subcustodians. Before processing, coordinate this method with the host contract maintenance officer.

4.22. Keeping Serial Numbers. For each item of serial-numbered equipment, enter that number into the serial number field of the AMCS equipment file.

4.23. Part Number. For each item of part-numbered equipment, enter that number in the part number field of the AMCS equipment file.

4.24. Appointing Subcustodian. The two-letter office chief or deputy chief: (1). Appoints, in writing, a primary and alternate subcustodian for each account. ECU personnel should not be appointed subcustodian for any equipment account within the organization. By virtue of their positions and access to accountable records, such appointments would preclude separation of duties to ensure adequate controls. (2). Sends the appointment letter to the LMCA. The letter includes the organizational code, shop code, organization and functional title, building number, room number, grade or rank, and telephone extension. The ECU notifies the new primary and alternate subcustodians when and where to report for training. (3). Retains the appointment letter in suspense until completion of training and acceptance of new account. At this time, place the appointment letter in the CA/CRL Jacket file.

4.25. Briefing and Training Subcustodians Before They Accept Accounts . The ECU briefs each new primary and alternate subcustodian on their responsibilities.

4.25.1. Provide the appointees with all additional local instructions necessary to help them manage their accounts. Instruct appointees to get on Automatic Distribution for this instruction and local supplements.

4.25.2. Prepare a statement for each subcustodian and briefer to sign to show the training was completed and materiel was provided. File the statements in the CA/CRL jacket file in the ECU and give a copy of the statement of training and appointment letters to the new subcustodians for their account file.

4.25.3. The ECU makes sure subcustodians are trained to manage their account.

4.26. Keeping the Subcustodian Directory. The ECU manages this directory on the AMCS and gives current copies to the MHU and CSU.

4.27. Performing Subcustodian Account Inspections. At the option of the LMCA chief, the ECU performs an inspection of all subcustodian accounts. Phase inspections throughout the year to avoid peak workloads. As a minimum, do the following:

4.27.1. Verify by sampling that the subcustodian has equipment charged to the correct account and that all accountable equipment is on record.

4.27.2. Review subcustodian records for accuracy and completeness.

4.27.3. Find out if the subcustodian needs additional training. If so, schedule for group training or give individual training.

4.27.4. Help the subcustodian resolve any problems with the subaccount. Follow up on cited problems. Document and keep the results until completion of the next subcustodian account inspection.

4.28. Systems Accountability . The term "system" refers to items developed or constructed in-house that are made up of multiple nonexpendable components, which would normally be accounted for separately on EAID records. Account for systems as follows:

4.28.1. When systems are developed or constructed in-house, all reportable equipment components are accounted for as separate line items. Do not account for EMC-I and expendable components. To identify system components (both NSN and non-NSN items), assign ASCs as follows:

4.28.1.1. Use ASC 049 for NSN components.

4.28.1.2. Use ASC 040 for non-NSN components.

4.28.1.3. Assign the ASC alpha shredout as follows:

4.28.1.3.1. First two positions: SY (identifies asset as a component of a system).

4.28.1.3.2. Last two positions: AA, AB, AC, ZX, ZZ (identifies the specific system that the component is part of). Note: Nonexpendable end items that are attached to, or are used with, but are not components of the system in their normal configuration, are separately authorized and accounted for on EAID records citing the ASC.

4.28.2. Turn-in systems by individual line items or components according to the provision of section B. When turning in a system, refer to the CA/CRL to verify that all EAID assets listed are available and turned in individually. Dispose of non-EAID and expendable components as locally determined.

4.28.3. Use the following for test, communications, maintenance, and similar mobile or transportation vans, shelters, and trailers:

4.28.3.1. Account for equipment-type contents purchased as a main part of the van, shelter, or trailer according to procedures outlined in AFMAN 23-110 volume II, part two, chapter 22.

4.28.3.2. Account for all equipment components installed after the van, shelter, or trailer was received according to the systems accountability procedures outlined above.

4.28.4. Account for systems commercially manufactured as a single line item on EAID records. If the system has been changed, account for each nonexpendable add-on item separately under that system's ASC. Account for nonexpendable items removed from a system and retained for other use under a non-system ASC.

4.28.4.1. Account for nonexpendable items occasionally used with a system but not a component of that system in its normal configuration under a non-system ASC.

Section 4E—Miscellaneous Related Functions

4.29. Equipment Expenditures for RDT&E Projects. The ECU makes sure that RDT&E project equipment expended on projects are approved by the site commander/director. See AFMAN 23-110 volume II, part two, chapter 22, section F. If the asset is loaded on EAID records, process a 1ET transaction to ensure authorized accountability is terminated.

4.30. Setting Up Equipment Pools. The purpose of the pool is to reduce the total test and technical equipment investment by having equipment centrally available for multiple users.

4.30.1. Equipment pools are optional for use by LMCAs identified in this instruction.

4.30.2. The site commander or director may direct a centralized or decentralized pool and if required establish a pool advisory committee.

4.30.2.1. Centralized pool. Set up a custodian account for centrally stored and managed test and technical equipment. The primary and alternate sub-custodians may be assigned to LMCA. The primary sources for pool items are transfers from in-use accounts, TSA, and excess lists. However, site commanders or directors are encouraged to set up an overhead account for getting state-of-the-art equipment that can be widely used throughout the organization. The overhead account can also be used to get additional equipment when items show heavy use.

4.30.2.1.1. Decentralized pool (also called a "paper pool"):

4.30.2.1.2. Establish an organization-wide list of test and technical equipment commonly used and available for loan.

4.30.2.1.3. The equipment is not centrally located and remains with the subcustodians in the organization.

4.30.2.1.4. The subcustodians:

4.30.2.1.5. Control the property.

4.30.2.1.6. Loan the items.

4.30.2.1.7. Recover the items when the loan period is up.

4.30.2.1.8. Make sure calibration standards are kept.

4.30.2.1.9. Items in this pool only show use when loaned to another function. This does not mean the item is not used.

4.30.2.1.10. The pool advisory committee must make sure that only equipment used by the owning account and available for loan is retained. Unique, one of a kind items used on rare occasions must be identified so they are not accidentally turned in.

- 4.30.2.1.11. The LMCA is the central manager for this type of pool. The LMCA keeps and updates the list of pool equipment. Since the pool list is not an accountable document, it may contain any information, and be in any format the users and the LMCA find effective. Suggested elements are:
 - 4.30.2.1.12. Manufacturer's name.
 - 4.30.2.1.13. Manufacturer's model number
 - 4.30.2.1.14. Item description
 - 4.30.2.1.15. Specification or capability in user terms
 - 4.30.2.1.16. Items location
 - 4.30.2.1.17. Subcustodian's phone number
 - 4.30.2.1.18. Subcustodian's account number
 - 4.30.2.1.19. Detail document number
 - 4.30.2.1.20. Stock number
 - 4.30.2.1.21. Unit price
- 4.30.3. Common requirements of centralized and decentralized pools are as follows:
 - 4.30.3.1. An advisory committee consisting of technical personnel from each division supported.
 - 4.30.3.2. The pool committee meets as required to:
 - 4.30.3.3. Identify pool candidates.
 - 4.30.3.4. Assess asset usage.
 - 4.30.3.5. Identify turn-in candidates.
 - 4.30.3.6. Identify new state-of-the-art requirements.
 - 4.30.3.7. The LMCA chief provides meeting results to the ECU and pool committee members.
 - 4.30.3.8. The ECU contacts custodians for appropriate action, ensures AMCS properly identifies all pool assets, runs a new pool list and circulates the list to laboratory personnel.
 - 4.30.3.8.1. Recommend new pool assets.
 - 4.30.3.8.2. Review new acquisitions for addition to the pool.
 - 4.30.3.8.3. Review new organization requirements to find out if they can be satisfied from the pool.
 - 4.30.3.8.4. Recommend leasing items to satisfy short-term needs.
 - 4.30.3.8.5. Recommend turn-in (TIN) of little used or obsolete equipment.
 - 4.30.3.9. Identify all test and technical items by ASC 040 Pool or 049 Pool.
 - 4.30.3.10. The following minimum essential information must be on all hand receipts:
 - 4.30.3.10.1. Borrower's name, office symbol, and telephone number.

4.30.3.10.2. AMCS label number, stock number, noun, model number, serial number, or other identifying features, and dollar value of item.

4.30.3.10.3. Quantity issued.

4.30.3.10.4. Date issued and date to be returned.

4.30.3.10.5. Borrower's signature.

4.30.3.11. Prepare hand receipts in two copies. Give the borrower a copy and keep a copy in the subcustodian loan suspense file. When the item is returned, the original copy is returned to the borrower.

4.30.3.12. The LMCA periodically reviews pool subcustodian records to make sure they have good historical use data to support monthly report data and advisory committee decisions. Subcustodians may decide on filing sequence as long as they can provide historical usage data.

4.30.4. Encourage other pools whenever equipment can be used commonly to reduce equipment investments. Items such as overhead projectors, movie projectors, recorders, calculators are well suited for pools. These items keep the proper allowance source code, for example, 629ZB or OO6AB. Items are listed on a separate pool listing much the same as in the decentralized pool method (whether they are centrally managed or not) and circulated to potential users. Document usage in the same manner.

4.30.5. When an item is required for over 180 days, the advisory committee considers transferring the item to the user's account. Give special consideration for one-of-a-kind items, items for which an anticipated project need is determined, and items with unique application.

4.30.6. The procedural flow is as follows for LMCA personnel:

4.30.7. The site commander/director appoints the LMCA chief, in writing, as the chairman and recorder of the pool committee.

4.30.7.1. The LMCA chief requests appointments of primary and alternate members to the committee from the two-letter office symbol or division level.

4.30.7.2. The LMCA chief establishes firm meeting dates for planning purposes.

4.31. Setting Up an Equipment Review and Authorization Activity. (ERAA as appropriate). The equipment approval authority (EAA) may request an ERAA be established to review equipment requests. At the discretion of the LMCA Chief, the site commander or director appoints the ERAA to review and authorize equipment and to recommend approval or disapproval to the EEA (chief of LMCA). The ERAA includes the EAA and personnel in key positions qualified to evaluate RDT&E needs. The EAA is a non-voting member of the ERAA. The ECU sends requests that are beyond their technical capabilities to the appropriate ERAA member for their action. Action taken on requirements depends on the ERAA recommendation and the EAA's approval or disapproval.

4.32. Processing Relief Documents. The ECU acts as the focal point for processing relief documentation for lost, damaged, or destroyed equipment. The subcustodian initiates a Cash Collection Voucher, Statement of Changes, or Report of Survey. The subcustodian sends these documents to the ECU, via his/her commander/ director (two-letter symbol) who appoints an investigating official for review, and the ECU sends them through prescribed relief documentation processing channels. The ECU Prepares

"LMCA directed" AF Form 2005 or AF Form 601 to make adjustments to EAID records based on the relief documents. The AMCS equipment record assets field should be changed from "ON HAND" to "IND ADJ."

4.33. Organizations With Detachments or Operating Locations. Commanders or directors of organizations with detachments or operating locations make sure periodic supply operating procedures and supply discipline reviews are performed at the detached units. LMCA personnel help these units. Take special care to make sure detachments and operating locations know how to report excess items, how to dispose of assets, and what actions to take when the detachment or operating location is deactivated. Questions that cannot be resolved by the parent organization should be sent to HQ AFMC/LGS for assistance.

4.34. Managing Government Furnished Property (GFP). This policy only applies to O&M service contractors. When terms of the contract specify AFMAN 23-110 management of assets, use EAID records to account for equipment issued to contractors. Give a copy of the CA/CRL to the ACO and the contractor. The ACO resolves CA/CRL problems with the ECU. Contractors are responsible to the ACO, according to the FAR Part 45, for accountability, maintainability, and loss, damage, or destruction of government property in their possession.

4.34.1. The FAR governs how the contractors manage GFP. The contractor keeps the official government records concerning the GFP and is liable for that GFP. Visibility of non-standard or unique items will not be kept by the LMCA under the EAID unless specified by the terms of the contracts. The ACO validates the contractor's system for performing inventories and coordinates with the LMCA or ECU on any discrepancies in inventory amounts discovered by the contractor or ACO.

4.34.2. When EAID equipment is dropped from the CA/CRL and furnished as GFE, the following documentation must be provided in advance:

4.34.2.1. A letter signed by the Administrative Contracting Officer (ACO) or the Procuring Contracting Officer (PCO), listing the items to be provided as GFE, or a copy of the contract or modification to the contract listing these items.

4.34.2.2. The listing should include the stock number, serial number, AMCS label number, noun, and quantity.

4.34.2.3. Upon receipt of the proper documentation, the LMCA will prepare the DD Form 1149 and process the customer receipt transfer document (IETX). Maintain a copy of the equipment transfer receipt (IETX) and all supporting documentation. Annotate IETX file copy with the following: "Item provided as GFE under contract #."

4.34.2.4. Update the AMCS.

4.35. Disposition of L and P Stock Numbers of High Valued Components Containing Military Critical Technologies.

4.35.1. All maintenance, laboratory, research and development, and other activities that generate or turn-in locally assigned stock number items ("L" or "P" numbers) are required to annotate on the turn-in document and condition tag whether the item has a military application.

4.35.2. When applicable the activity will indicate that the item is a military critical technologies list (MCTL) item, requires demilitarization, (DEMIL) or declassification, or special handling requirement.

4.35.3. The maintenance, development or manufacturing activity will ensure the sufficient information is provided to support the assignment of a DEMIL code when the item is turned in to base supply or directly to (DRMO).

4.35.4. The automatic assignment of DEMIL code "A" to "L" and "P" stock number is not acceptable.

4.35.5. The DEMIL code must be supported by the information provided by the owning or using activity.

4.36. Test Measurement and Diagnostic Equipment (TMDE) and Precision Measurement Equipment (PME). Ensure all new requests for TMDE and PME have been processed by subcustodians through the supporting PMEL before submitting to the ERAA for approval. Include the following statement on the request: "TO 33K-1-100 has been verified. If necessary, PMEL will request calibration data from Aerospace Guidance and Metrology Center (AGMC), or classify the item as "no calibration required (NCR)."

4.37. Processing Requests for Equipment Not-On-Record. Use equipment transfer receipt (FED) procedures when equipment belongs to the activity having possession. Use free on board (FOB) procedures when equipment does not belong to the organization having possession.

4.38. Intrabase Equipment Requirements for RDT&E at Detachments (DETS) or Separate Operating Locations (SOL). When RDT&E tasking requires DETS or SOLS to perform phases of a tasking and EAID items are installed on an aircraft or test vehicle, the subcustodian gives the ECU a letter of justification with a list of required equipment to be transferred, duration of the transfer, and the date of movement. Requests for transfer will be provided NLT 5 workdays before departure. The ECU updates the AMCS to show the gaining base, and the ASC field to show the date of expiration.

4.38.1. Short-Term (180 days or less). The crew chief or equivalent signs for the equipment on the deployment list. Put the signed copy in the subcustodian's ECU account folder and give copy 2 to the crew chief. Base supply computer records need not be updated for short-term transfers to DETS or OLs; however, the LMCA chief must approve requests for transfer.

4.38.2. Long Term (over 180 days). Require updates to both the AMCS and supply computer. Follow AFMAN 23-110, volume II, part two, chapter 22, and ASCs 063/064 procedures.

4.38.3. Transferred Assets. Reflect transferred assets as deployed on the updated AMCS R-14; however, inventory results will show them on the AMCS inventory list as items not found. In this case the subcustodian manually enters the label numbers from AMCS report .

4.39. Donating Property.

4.39.1. Prior to disposition of property under existing statutes, Laboratory Directors must approve all donation agreements.

4.39.2. Research equipment/defense laboratory equipment targeted for donation must be screened for other DoD usage. This screening process may take the form of telephone calls, fax, or electronic means (e-mail or website). This will ensure other DoD activities have an opportunity to identify

needs prior to donation to an educational or nonprofit organization. The extent of the efforts to screen this equipment must be documented and at least three other laboratories having similar missions in the DoD must be contacted; however, if a website is used, documentation that it was listed on the website for at least two weeks is adequate.

4.39.3. The donee must enter into a written agreement prior to donation of property. A sample agreement is attached as Appendix A. If 10 U.S.C. 2194 is the donation authority, the Education Partnership Agreement is the donation agreement. All subsequent donations to an Education Partnership Agreement shall be documented as an appendix or attachment to the Education Partnership Agreement.

4.39.4. Both an authorized official required in a. above and an authorized official of the donee organization must sign the donation agreement.

4.39.5. The donation agreement must have a reference number or other unique identification symbol assigned by the donor organization.

4.39.6. A completed signed copy of the donation agreement must be kept on file in the laboratory for two years after the research equipment/defense laboratory equipment has been received by the donee.

4.39.7. A completed, signed copy of the donation agreement and equipment listing must be forwarded to DLA (Attention: MMLC, Defense Logistics Agency, Material Management Disposal Programs, 8725 John J. Kingman Road, Suite 4222, Fort Belvoir, VA 22060-6221).

4.39.8. A completed, signed copy of the donation agreement and equipment listing must be forwarded to ODUSD(S&T)OTT (Attention: Cynthia Gonsalves, Suite 1403 Two Skyline Place, 5203 Leesburg Pike, Falls Church, VA 22041-3466, for any donations made during FY 2000).

4.39.9. The following information should be included in all donation agreements and/or appendices or attachments:

4.39.9.1. Item number;

4.39.9.2. FSC noun name, group, and class;

4.39.9.3. Condition Code;

4.39.9.4. National Stock Number;

4.39.9.5. Units/quantity donated;

4.39.9.6. Donee name and address;

4.39.9.7. Acquisition cost if known; and

4.39.9.8. A citation of the appropriate statute as the authority for the donation.

4.39.10. **Dumping.** This donation authority shall not be used as a method of “dumping” excess property or as an alternative to authorized reduction to scrap. Property targeted for donation should be in working condition. However, at the request of the donee, inoperable property may be donated.

4.39.11. **Costs.** Donated excess research equipment or defense laboratory equipment a laboratory director determines to be surplus is free of charge. However, the donee may be required to pay all costs associated with packing and transportation.

4.39.12. Demilitarization. All excess/surplus research equipment to be donated must be screened to ensure compliance with DoD demilitarization requirements.

4.39.13. Environment. All excess/surplus research equipment to be donated must be screened to ensure compliance with all environmental laws and regulations.

4.39.14. Export Controls. Laboratories must be acutely aware that some property, if exported, may require a U.S. Department of State or Commerce export license. Laboratories shall establish standard eligibility criteria, and a screening process for determining trade security control risks.

4.39.15. E.O. 12999. For those donations of “Educationally Useful Federal Equipment,” to “schools” pursuant to Executive Order 12999, laboratories should use existing local procedures or if none are in place, use the procedures listed above.

4.40. Accounting for vehicles withdrawn from DRMO. Vehicles withdrawn from DRMO will generally fall into four categories:

4.40.1. Target vehicle (static and mechanized) to be destroyed within 30 days will not be picked up on EAID records. At the time of destruction enter the certificate of project expenditure approved by the organization commander on the withdrawal documentation and retain for audit trail purposes.

4.40.2. Target vehicles (static and mechanized) to be retained over 30 days will be assigned an “L” stock number, budget code 9 or Z and accounted for on EAID records under ASC 040SHOP. The nomenclature will describe the item, always preceded by the word target, e.g., Target Bus, Target P/U. As targets, these items no longer considered vehicle; they are equipment and will be carried on EAID records of the organization withdrawing them from DRMO, managing them and/or placing and removing them from the range. Certificates of expenditure signed by the organization commander on AF Form 601 will be used to remove targets from EAID records when they are destroyed. Target residue will be turned in to DRMO as scrap.

4.40.3. Mobile van/trailers removed from DRMO to make into instrumentation/telecommunications/tele-metry units will be assigned “L” stock numbers and budget code 9 or Z. These items are accounted for under ASC 040 and the system shred-out. The non-expendable components of the system will retain their NSN or “P” stock number. Use the same system ASC which will tie the carrier and the components together in a single system with each piece accounted for individually.

4.40.4. Trailers withdrawn from DRMO for use as storage units must be approved by base civil engineers and ground safety. If used for extended storage, the trailers should be placed on a stable support with wheels and axles removed. EAID accountability is not required but the using organization should retain the withdrawal documentation showing approvals and supporting its use until the unit is returned to DRMO.

Table 4.1. Managers of RDT&E Equipment in ASC 040 and 049.

COMMAND OR ACTIVITY	MANAGER
AFMC (Command wide)	The Command Equipment Management Office Manages the command equipment management program. The Command Medical Equipment Management Office manages the command medical equipment program.
AFMC field activities	If an AFMC logistics materiel control activity (LMCA) is on base, then the LMCA will manage its own program, through the host chief of supply.
AFMC field activities that operates under AFMCI 23-201	AFMC Medical Equipment Office. LMCA Equipment Control Unit.
AFMC field activities not supported by an AFMC chief of supply or LMCA Chief	A focal point designated by field activity.

Table 4.2. How to Construct ASCA 040 and 049.

R U L E	A	B	C
	If the equipment is authorized	Then in position 4 and 5 (columns 53 and 54 use)	and in position 6 and 7 (columns 55 and 56 use)
1	For a specific project with an estimated completion date, including equipment held in a TSA.	A two position alpha code example, AA, AB, AC, DC, etc. SY until all possible combinations have been exhausted.	The code for the month and year as shown in figure 4.2.
2	As components for a system	SY	A two position alpha code; for example, AA, AB, ZX, ZY, ZZ
3	In support of multiple projects	SH	OP
4	For holding in temporary equipment holding area (TSA) and is not being held for a specific project. NOTE: USE TEMP as soon as equipment is placed in the TSA	TE	MP
5	For a centralized or decentralized or decentralized pool	PO	OL

Chapter 5

MATERIEL-HANDLING UNIT (MHU)

Section 5A—Receiving Process

5.1. General Information. The LMCA is an activity's central point for all supplies and equipment ordered by LMCA and received from any source.

5.1.1. The MHU makes a complete check of all packages during the receipt process. Do not open packages that are properly tagged, labeled, or marked and contain a single supply item. Open these packages when there is evidence of mishandling, damage to contents, errors, or intent to mislead the MHU activity or when specific instructions require inspection or reinspection at destination. Open packages not tagged or labeled according to AFMAN 23-110, volume I, part one, chapter 5. Inspect, count, and tag or label the contents.

5.1.2. Under normal conditions, set up the required centralized receiving, inspection, and property-checking lines. Inspection and property-checking lines may be decentralized for efficiency and economy. Items too heavy, bulky or quantities too large for MHU handling can be unloaded at or sent to the storage or using point. Mark receiving or loading zones and comply, to the maximum extent possible, with other warehouse, receiving storage, or pick-up and delivery procedures in AFMAN 23-110, volume II, part two. LMCAs are exempt from the requirements in AFI 24-202, Preservation and Packing. Deviations from normal procedures due to space limitations must be documented and approved by the LMCA chief. Keep these deviations on file in the MHU. In no case may the MHU or LMCA chief approve a deviation from safety regulations without obtaining approval from the ground safety office.

5.1.3. Put all stamps and marks on receiving documents without covering other entries.

5.1.4. When shortages or defects are found on receipts from contractors and the items have been inspected and accepted, notify the contracting office so it can make an adjustment with the contractor. This applies whether or not actual payment has been made. If the LMCA's copy of the SF Form 364, **Report of Discrepancy**, does not show that the adjustment has been made, promptly report this to the contracting office. Letters to the contracting office include copies of receipt documents, SF Form 364, inspection reports, photographs necessary to show rejection reasons, and other useful information.

5.1.5. The MHU maintains lists of personnel authorized to receipt for classified and unclassified property within the organization. The LMCA provides lists of LMCA personnel authorized to receipt for classified and unclassified property to the SBSS.

5.2. SBSS Receipts

5.2.1. SBSS receipts should not be reinspected.

5.2.2. SBSS receipts are processed according to AFMAN 23-110, volume II, part 2, chapter 10.

5.2.3. DD Form 1348-1, **DOD Single Line Item Release/Receipt Document**, is used for receipts. Before signing this form, the MHU should match the delivered property with that listed on the form. If the documents and the property do not match, either accept the property as is or refuse it based on local policies. If the property is accepted with the error, indicate the error on the DD Form 1348-1 and send it to the CSU. If the receipt is refused, write ORGANIZATIONAL REFUSAL across the form

and return the property to the SBSS. If other information must be annotated or reported, use the back of the form as shown in AFMAN 23-110, volume I, part one, chapter 5. Notify the CSU or ECU of the document number refused.

5.2.4. Document Flow:

5.2.4.1. Authorized LMCA personnel sign for SBSS receipts on DD Form 1348-1 and give copy 1 to the SBSS delivery driver.

5.2.4.2. The MHU distributes the other copies and property as follows:

5.2.4.2.1. Equipment receipts. Send all other DD Form 1348-1 copies to pickup and delivery.

5.2.4.2.2. Supply receipts. For repair cycle items, send all other DD Form 1348-1 copies to pickup and delivery. For economic order quantity (EOQ) items, send copy 2 and 3 to pickup and delivery.

5.2.4.2.3. See paragraph 5.12 for specific document flow.

5.3. Other. These receipts typically include requests processed through contracting on an AF Form 9, BPA, IMPAC credit card, GOCESS/COCESS, or other method of direct procurement.

5.3.1. MHU receiving personnel do the following:

5.3.1.1. Use DD Form 1155, **Order for Supplies or Services**; DD Form 250, **Material Inspection and Receiving Report**; or vendor's invoice for these receipts.

5.3.1.2. Check the material to see if the quantities and items described on the DD Form 1348-6 (or other supporting documents) and the vendor's sales document are present and appear serviceable. When the material is accepted, the in-checker completes the date and signs the document. A supply inspector must review all these receipts.

5.3.1.3. If EAID equipment, notify the assigned ECU manager that the item has been received. The ECU manager assigns the permanent label number and updates the AMCS equipment file. Affix the permanent label according to the local procedures.

5.3.1.4. Stamp the second copy of the receiving document as the document control copy and send it with the property to pickup and delivery.

5.3.1.5. Keep contract and purchase order files for supply and equipment requests that call for acceptance of items at destination. The ECU should have an AMCS record on all equipment items due in with assets equal to DIRECT PROC. These files should be reconciled between the MHU, ECU, and CSU at least quarterly to ensure equipment items are processed properly. When the final item on a contract or purchase order is received, remove the contract or purchase order from the active file and send it to the CSU.

5.3.1.6. Get the carrier agent's signature and acknowledge shortages, damages or other shipment discrepancies.

5.3.1.7. Sort and match packaged and unpackaged units with the correct paperwork.

5.3.1.8. Carefully remove shipping or receipt copies from each shipment without damaging copies. Make sure there are enough copies for document control, accounting and finance, and for internal processing.

5.3.1.9. File the post office record receiving copy that shows receipt of accountable (registered, certified, and insured) mail.

5.3.1.10. Hold receipts checked pending receipt of the missing pieces, when it is known that shortages will arrive within 24 hours. Otherwise, immediately process receipts involving shortages.

5.3.1.11. For receipts with shortages, prepare suspense copies and file them in contract and purchase order number or LMCA Control Number sequence. Use these documents to process shortages, received by any mode of transportation. Such documents will make sure that the short freight received is applied to shipments and that AFMAN 23-110, volume I, part one, chapter 5, and AFI 24-202, Preservation and Packing actions are carried out.

5.3.1.12. Sign, date, and mark the receipt or TIN time of GFE/GFP from contractors to verify the quantity to avoid confusing this process with receipt of property for turn-ins from LMCA customer by MHU.

5.3.1.13. Open and inspect packages as necessary. The chief inspector decides which packages will be opened and inspected.

5.3.1.14. Make sure the shipping or receipt document is signed or stamped by the inspector so that the identity, condition, status, and tagging are accurate when a physical inspection is performed. When such an inspection is not performed, the inspector does not have to sign or stamp the document.

5.3.1.15. Change the shipping or receipt document to show the quantity, identity, condition, and status of each item as determined by the inspector. This includes preparing extract documents when a single receiving document contains items of more than one identity, condition, or status.

5.3.1.16. When an equipment item is received with serial or model number, mark the number on the receiving documents.

5.3.1.17. List any component parts shortages on receiving documents or attachments.

5.3.1.18. Package or repack, after inspection. If items are not intended for immediate use, package the items suitable for storage before sending them to the holding area. Put identifying information on the packages.

5.3.1.19. Send all misdirected shipments to the consignee according to AFMAN 23-110, volume I, part one, chapter 5.

5.3.2. To process payments, receiving personnel do the following:

5.3.2.1. Set a 3-calendar day target date for preparing and sending receiving documents to the appropriate agencies. A 6-calendar day maximum period is set for processing these documents to take advantage of any vendor discounts. When, for any reason, receiving documents cannot be prepared within 6 days, write to the paying finance office, contracting, and the CSU. Explain what is causing the delay and when they can expect the documents. On items that specify testing by the customer before acceptance, begin processing time after the tests are completed.

5.3.2.2. Mark the date on the LMCA suspense copy when sending documents to the base finance or contracting office.

5.3.2.3. When a vendor furnishes proof of delivery to the LMCA, process receipt documents immediately, whether or not the materiel can be found.

5.3.2.4. Hold material that inspectors reject because it does not conform to the contract or overages until the contracting office gives disposition instructions. Use SF Form 364, **Report of Discrepancy** to notify the contracting office of the overage or rejected items.

5.3.3. Send the property and three copies of the receiving document to pickup and delivery.

Section 5B—Inspection Process

5.4. Inspector Responsibilities. Inspectors are authorized to accept supplies, equipment, and services for the organization. They perform QC for these items.

5.4.1. Supply inspectors are LMCA personnel authorized in writing by the LMCA chief to do the following:

5.4.1.1. Set up and maintain the final identification and classification of all property received, stored, issued, or shipped.

5.4.1.2. Determine the condition of damaged or deteriorated property or property that has corroded during storage or shipment.

5.4.1.3. Make sure TO reinspection dates are entered on the identification label used for all property received, stored, issued, or shipped by the LMCA

5.4.1.4. Set up inspection controls for TO compliance materiel so that inspection dates permit serviceable equipment in the temporary storage areas.

5.4.1.5. Inspect all receipts except SBSS.

5.4.1.6. Perform inspection functions as prescribed in AFMAN 23-110, volume I, part one, chapter 4.

5.5. Marking, Tagging, and Labeling Property. Military Standard (MIL-STD) 129, Marking for Shipment and Storage, and MIL-STD 130, Identification Marking of US Military Property, show marking requirements for contractors who furnish property to the Air Force. When the vendors and contractors meet the standards for serviceable items, an item need not be further tagged. When contractors' forms or markings comply with MIL-STD 129, Air Force forms or markings are not necessary. Contractor forms that indicate serviceable condition which are red or green, must be removed and replaced with DD Form 1574, **Serviceable Tag-Materiel** or DD Form 1574-1, **Serviceable Label-Materiel**.

5.5.1. Serviceable property can be received, stored, or issued without DD Form 1574, or DD Form 1574-1, when:

5.5.1.1. The identity is shown with commercial tags, labels, or markings on local purchase items.

5.5.1.2. Small quantities of identical items are placed in cushion bags, cloth bags, or small chip-board boxes to help with issue or shipment when there is no reinspection date, manufacture date, or pack date for the items. In such cases, mark the identification and quantity on the container.

5.5.2. Property in original containers does not need inspection or tagging except when:

5.5.2.1. The property has been used or is incomplete, damaged, deteriorated, corroded, or when latent defects are disclosed.

5.5.2.2. Higher authority directs the property's condition or status be changed.

5.5.2.3. The property is an assembly containing moveable parts, concealed or otherwise, that had been issued for use but which has been returned unused to the LMCA.

5.5.2.4. The property identification has been lost, defaced, or obliterated.

5.5.2.5. The maximum operating time is limited and partial service life has accrued but the item is returned to serviceable stock after minor repair according to TO 00-20-03.

5.5.2.6. When management requires the use of a tag or label on the item.

5.5.3. Under the circumstances described above, inspect and tag the property before it is stored, shipped, issued, or installed. Complete in detail all tags and labels attached to the property and sign or stamp the tags or labels.

5.5.4. Do not open an original part-numbered container converted to an NSN, superseded by a new code or stock number, solely for new stock list change (SLC) data while in storage. However, identify exterior original containers with the proper SLC data at all times, except when it is not economically feasible to re-mark each container due to a large stored quantity. In such cases, identify and retag enough containers to help issue and inventory the property. Mark the location, with a bin card, to show that some items have not been retagged. When issues, shipments, or TINs to the SBSS are made, mark all items or unit packs as well as containers with current SLC data (MIL-STD-129).

5.5.5. Prepare status and service tags in accordance with AFMAN 23-110, volume 1, part one, chapter 4.

5.6. LMCA Supply Inspector's Stamps. LMCA inspectors may use standard, serially numbered, rubber stamps instead of a written signature. They may use these stamps on DD Form 1574, **Serviceable Tag-Materiel**; DD Form 1575, **Suspended Tag-Materiel**; DD Form 1576, **Test/Modification Tag Materiel**; DD Form 1577, **Unserviceable (Condemned) Tag Materiel**; on series tags and labels; or to identify markings on containers. They may also use stamps on receipt documents to show property has been inspected. These stamps must include the activity designation and serial number (for example, GL-1 at GL).

5.6.1. The LMCA chief authorizes the use of stamps only when the volume of documents justifies their use or the individual inspector is a handicapped employee.

5.6.1.1. The LMCA chief keeps letters authorizing the use of stamps. The letters show the name of the person, serial number, the date of issue, and date of return. Begin serial numbers with number one and continue in numerical sequence.

5.6.1.2. Replace and cancel lost or worn-out stamps.

5.6.1.3. Take disciplinary action, if necessary, in cases of misuse, misappropriation, or unwarranted loss of inspector's stamps.

5.6.2. Inspectors are responsible for the proper use and safekeeping of stamps. Secure these stamps when not in use. Report stamp loss or misappropriation within 24 hours to the LMCA chief. The LMCA chief must take action to recover or invalidate these stamps.

5.7. Reporting Discrepancies . Use SF Form 364 to notify the offending activity. Prepare and process the form according to AFMAN 23-110, volume I, part one, chapter 5. The decision concerning how and when corrective action should be taken depends on the discrepancy in the identification and condition of materiel. Qualified inspectors should determine the necessary action.

5.8. Tagging Excess Property. Do not use DD Forms 1577, **Unserviceable (Condemned) Tag-Materiel**, or 1577-1, **Unserviceable (Condemned) Label Materiel**, to retag excess property transferred to the Defense Reutilization and Marketing Office (DRMO) unless the property has been condemned according to AFMAN 23-110, volume I, part one, chapter 1. DD Form 1574, 1575, or 1576 or AFTO Form 350, **Reparable Item Processing Tag**, stays with the property. Stamp or mark tags as excess, unless the property is transferred to the DRMO. Process condemned items according to AFMAN 23-110, volume I, part one, chapter 4.

5.9. Warranty and Guaranty Items. The MHU prepares GSA Optional Form 274, Equipment Warranty, for items received through any means of direct procurement.

Section 5C—Pickup and Delivery

5.10. Delivery Time Standards . Every effort will be made to deliver priority items on the same day of receipt.

5.10.1. MHU Supervisor will insure, by daily observation, that materials are delivered as soon as possible. Record reasons on reverse of receipt documents to reflect situations where immediate delivery cannot be made and when possible advise the customer.

5.10.2. The delivery time starts when the LMCA receives an item. These standards apply to all property received, including due out releases (DOR) delivered to customers. Delivery time stops when the LMCA delivers the property and the customer signs for it. When property cannot be delivered (for example, no one in the shop), delivery time stops when the LMCA attempts to deliver. Document all delivery attempts on the back of the delivery document.

5.10.3. If required, delivery performance averages will be provided to the site commander/director quarterly.

5.11. Pickup and Delivery Duties. MHU Supervisor will schedule all pickup of materiel. Notify customers of delays and reschedule pickup dates accordingly.

5.11.1. Sign AF Form 2005, AF Form 1297, **Temporary Issue Receipt**, AF Form 601, or Hand Receipt for all items picked up. All forms for pickup of equipment must show AMCS label number, stock number, in-use detail number, noun, and subcustodian account code. Make sure condition tags are properly filled out and attached.

5.11.2. MHU coordinates with base supply personnel to coordinate pick up or delivery of turn-ins to base supply.

5.12. Document Flow.

5.12.1. SBSS ISUs and DORs: Deliver property to requester, subcustodian, or equipment holding area. Get signature, date, and time on DD Form 1348-1.

NOTE:

For items placed in the TSA, keep one copy in the holding area and send one copy to the CSU.

5.13. Processing Organization Refusals. Return customer refusals to the MHU. Put the items in the IPA and/or process for disposition depending on the refusal reason. Write the reason on the back of the ISU or DOR document. Send one copy of the document to the CSU or ECU for action.

Section 5D—Equipment Holding Areas

5.14. Processing Equipment Items. This section prescribes procedures for control, storage, issue, and disposition of equipment in the holding areas. Protect delicate equipment and keep it in a serviceable condition.

5.15. Storage Areas. There are two main storage areas authorized in a LMCA: Intransit Property Area (IPA), and Temporary Storage Area (TSA).

5.15.1. The intransit property area is typically used to store material awaiting turn-in or disposition instructions. This includes equipment and expendable material. The following guidelines apply (if IPA is established):

5.15.1.1. Document all movement of materials in and out of the IPA with appropriate forms, for example, AF Form 1297, **Temporary Issue Receipt**, AF Form 2005, **Issue/Turn-in Request**, SF Form 120, **Report of Excess Personal Property**.

5.15.1.2. Mark the location of each item and date and time of receipt in IPA on the forms used for processing.

5.15.1.3. Send copies of documents with locations and dates to the ECU.

5.15.1.4. Insure that all items in the IPA are properly tagged to identify noun, condition, and identification.

5.15.2. The TSA is authorized for the purpose of storing R&D materials for anticipated use. For example, expendable materials or equipment items may require long or short-term storage until a particular area of research is in full-scale operation, or materials may be unique or expensive to obtain and are simply being saved for later use by an experimenter. It may also be necessary to store administrative items such as furniture that would otherwise have to be turned in and reacquired at a later time. The following guidelines are established for using the TSA.

5.15.2.1. Written request from a project manager.

5.15.2.2. The first request for TSA use must contain, as a minimum, the following:

5.15.2.2.1. NSN and/or part number, if known.

5.15.2.2.2. Item name.

5.15.2.2.3. Point of contact (POC) and telephone number.

5.15.2.2.4. Length of required TSA use (not to exceed 12 months).

5.15.2.2.5. Special handling or storage instructions.

5.15.2.2.6. Statement signed by the POC stating, "I have read and understand my property responsibilities as outlined in AFI 23-111, Management of Government Property in Possession of the Air Force."

5.15.3. To keep the same property in TSA for a second 12-month period, the project manager must justify, in writing, the reason and show the new length of TSA required. This letter must also include the information in (3) through (6) above if different from the original request. This letter must be approved by the site commander, director, or division chief.

5.15.4. Use of TSA beyond 24 months should be limited to only the most unique cases. Approval beyond the 24 months point must be fully justified and approved by the site commander or director/division chief.

5.15.5. Equipment items placed in the TSA must be identified by the subcustodian concerned and placed on AMCS records as located in the TSA.

5.15.5.1. Use AMCS procedures to record the movement from the subcustodian to the TSA as follows:

5.15.5.2. Obtain a hand receipt marked accountable equipment and give copy 2 to subcustodian.

5.15.5.3. Mark location on hand receipt.

5.15.5.4. Give the hand receipt to ECU to update the AMCS equipment file. Maintain a suspense until posted in AMCS.

5.15.5.5. Identify item/and or location to reflect noun, subcustodian's name and telephone number.

Section 5E—Logistics Support Stocks

5.16. General Information. Logistics support stocks include bench stocks, WASS, component stocks, and exempt item stocks. More than one of these stocks may be located in a work area or work center; however, they must be physically separated from each other.

5.17. Definitions and Authorized Items.

5.17.1. Bench Stock. According to AFMAN 23-110, volume II, part two, chapter 25, bench stock is a group of items that, by reason of repetitive consumption, is determined to warrant movement from base supply to their point of use in advance of their actual need. The fact they have shown a consistent consumption pattern presupposes they will be used again, and the use of bench stock procedures allows the using activity to maintain a stock of necessary supplies within the working area. Paragraph 31 of that manual indicates items authorized on bench stock. In general, the item must be an XB3 item that has had three demands (issues or DUO releases) in the last 90 days.

5.17.2. WASS. Comprises RDT&E expendable stocks, ordered for a project, or obtained from other sources (such as contractor residue) and have an anticipated use. A WASS may be utilized when a particular work center has large amounts of expendable materials requiring visibility, exceeding \$5000 in total value. If as WASS is used, a list will be developed to list all of the expendables that are not included as exempt on the storage plan. This will give visibility to the types of items used. Low dollar value items will not require counting, only individual items costing more than \$99.99 need to be counted.

5.17.3. Exempt Items. Recognizing that most work centers involved in assembly or build up of components, especially for state of the art research, will require bits and pieces, an exemption is authorized to allow for unrestricted storage of materials in a specified work area in an amount not to exceed \$5000.00. This exemption will typically cover such categories as work benches with small amounts of wire, resistors, transistors and fabrication materials. It will also cover small cabinets containing nuts, bolts, and screws or disassembled components that may be useful to an innovator. Exempt items do not have to be listed or counted.

5.17.4. Component Stock. Consists of end items such as gauges, flanges, built up electronic boards, or other items. These items are normally used on an end item for a particular test and then returned to stock for future tests, rather than discarded.

5.18. Storing and Maintaining Bench Stocks.

5.18.1. The LMCA is the contact point between the user and base supply.

5.18.2. Technicians and the LMCA determine the locations, items, and 30-day support quantities for bench stocks. Each work area or shop authorized a bench stock is identified by organization and shop code. Use in-shop bench stocks when space and item consumption permit. Locate the stocks as close as possible to customers for their convenience.

5.18.3. The LMCA may set up consolidated bench stocks when the commander or director believes it is necessary due to staffing, funding, or physical layout. The LMCA and users provide the commander or director with the following to support the decision whether to use consolidated or decentralized bench stocks:

5.18.3.1. Number of line items.

5.18.3.2. Number of bench stock customers.

5.18.3.3. Distance between customers and the bench stock.

5.18.3.4. Reason why an in-shop bench stock is impractical.

5.18.4. The LMCA complies with AFMAN 23-110, volume II, part two, chapter 25.

5.18.5. The LMCA reviews bench stocks in two separate phases according to AFMAN 23-110, volume II, part two, chapter 25.

5.18.6. Bench stock inventories and replenishment are done using AF Form 465, Bench Stock **Bench Stock Inventory or a locally developed form.** MHU or SBSS personnel walk through and fill empty bins at least once each week. They inventory bench stocks completely at least once each month.

5.18.6.1. Give the SBSS bench stock unit a copy of AF Form 465 for each review or inventory.

5.18.6.2. Keep one copy of the AF Form 465 in suspense and monitor SBSS bench stock support rates. Keep the form in suspense for 90 days or until the SBSS has delivered all items. Follow up when items are ordered and DUOs or kill notices have not been received within 1 week after the request was placed.

5.18.6.3. The LMCA may locally procure those items the SBSS cannot provide by the RDD. See chapter 3.

5.18.6.4. Match the delivered items against the AF Form 465 in suspense to make sure the right item or a DUO or kill notice is obtained.

5.18.6.5. Deliver and put the bench stock items in the bin.

5.18.7. Use AFMAN 23-110, volume II, part two, chapter 25 procedures to delete bench stock items. Remove the deleted items and place them in the WASS or turn them in.

5.18.8. Put new bench stock items in deleted bin locations and tell base supply the location number. Return any WASS items to the bench stock bins when they are added to the bench stock.

5.19. Storing and Maintaining Support Stocks.

5.19.1. Support Stock Plan. A storage plan called the Support Stock Plan will be created for each work area that utilizes expendable stocks.

5.19.1.1. The plan must be approved by the requesting site commander, director, or division chief (cannot be delegated) and reviewed and approved by the LMCA chief. File the plan in MHU and put a copy of the approved plan in each work area concerned. Plans must be redone and reapproved annually to make sure they are correct and that the security and issue control methods adequately provide internal controls. The Support Stock Plan must contain the following elements:

- (1). Requesting Activity (Office Symbol, Organization code).
- (2). Stock Location (Bldg. no. Room no., Subdivision)
- (3). Primary Stock Monitor (Name, Rank/Grade, Phone Number).
- (4). Alternate Stock Monitor (Name,Rank/Grade, Phone Number).
- (5). Security Control Methods.
- (6). Issue Control Methods.
- (7). Total Number WASS containers.
- (8). Approximate Number WASS line items.
- (9). Total Number Exempt Containers.
- (10). Approximate Number Exempt Line Items.
- (11). Approximate Total Dollar Value: \$\$
- (12). Date Established, Date Reviewed, Date of Next Review.
- (13). Signature of approval authority/official.
- (14). MHU Review Signature and Date.
- (15). Signature Line (LMCA Chief Approval) and date.

5.19.1.2. The MHU conducts annual reviews of all storage areas and checks the following:

- 5.19.1.2.1. That there is an approved plan.
- 5.19.1.2.2. That information on the plan is current and correct.
- 5.19.1.2.3. That bins and listings are properly cross-referenced.
- 5.19.1.2.4. That items are not commingled between bins.

5.19.1.3. Keep copies of annual review results for one year.

Section 5F—Administrative and Janitorial Stock

5.20. Procedures . Account for administrative or janitorial stock items as follows:

5.20.1. Data

5.20.1.1. Stock number/Part number

5.20.1.2. Noun

5.20.1.3. Unit of Issue

5.20.1.4. Bin-location sequentially number bins starting with 0001 like bench stock bin.

5.20.2. Put bin labels on each location.

5.20.3. Inventory monthly.

5.20.4. Replenish at 50 percent of 30-day level.

5.20.5. Local procurement is authorized for items not immediately available in base supply.

Section 5G—Excess Materials

5.21. Excess Materiel (Supplies and Equipment) . The MHU complies with AFMAN 23-110, volume II, part two, chapter 13 for all TINs to base supply and AFMAN 23-110, volume II, part two, chapter 15 for all TINs to DRMO. The LMCA also complies with this instruction for non-NSN equipment excesses.

5.22. Shipping Items. The LMCA coordinates and sets up local procedures with the base traffic management office for processing shipments of materials, GFE expendables, and repair cycle items. The LMCA makes sure due in from maintenance (DIFM) detail records are updated.

Chapter 6

DOCUMENT CONTROL UNIT

6.1. General Information . A supply document is an authorized property accounting form that shows receipt, release, shipment, issue, transfer, adjustment, or other property disposition. Keep supply documents for inspections or audits in order to support formal or informal property accounting transaction records.

6.1.1. A document number is not authority to complete a transaction. Its purpose is to identify the document. Each document must contain information that allows auditors and inspectors to trace property listed and establish the validity of the transaction.

6.1.2. A document control function keeps suspense and completed files and document registers and performs quality control on documents. Each LMCA unit must perform these document control functions, unless otherwise automated.

6.2. Keeping Suspense Files. The CSU keeps a document register or automated log and a source document suspense file for those documents input to the SBSS or processed through the supporting contracting activity.

6.2.1. The ECU keeps all equipment requests, files, and listings.

6.2.2. File all SBSS documents, input source documents (AF Form 2005, DD Form 1348-6), DUO documents, and TINs by Julian date, serial number, or organization and shop code. Assign control numbers according to paragraph 3.3.

6.2.3. File all AMCS generated documents by computer generated document number sequence.

6.2.4. The CSU or ECU screens the DO4 for:

6.2.4.1. Transaction errors.

6.2.4.2. Reverse post transactions.

6.2.4.3. DUO cancellations.

6.2.4.4. ISUs or DORs.

6.2.5. The CSU or ECU post corrections to the suspense file and make follow-ups.

6.2.6. When the LMCA receives a DD Form 1348-1 or locally devised form, pull the suspense document from the file, and then file DD Forms 1348-1 for partial DORs with the annotated suspense document and keep it in suspense until the total quantity is received. Do quality control for completed DD Forms or Locally Developed Form and file them according to paragraph 6.7.

6.2.7. Control non-SBSS source documents according to paragraph 6.3. Hold AF Forms 9, DD Forms 1348-1 or locally devised form, and DD Forms 1348-6 in suspense. File all supporting documents with suspense documents as required by paragraph 6.7.

6.3. Keeping LMCA Document Registers . The CSU prepares the following registers, uses them to control all documents and provides MHU with a copy as appropriate. Registers will be automated or locally devised.

6.3.1. BPA Call Register (as required by host contracting office).

6.3.2. Make entries according to Table 6.1 (for direct procurement). Do not erase errors. Draw a non-obliterating line through them and enter the correct information above it.

6.4. Performing Quality Control. LMCA supply processing points check to make sure documents are valid. They correct errors and add omitted data as the documents pass through the system.

6.4.1. Each unit's document control is responsible for final quality and validation of documents. Review all documents supporting the registers and mark or stamp documents "QC" to show they were subjected to quality control. File the documents according to paragraph 6.7.

6.4.2. When a unit clears all entries on a register, the unit marks or stamps the register "QC" and files it according to paragraph 6.7.

6.5. Processing Canceled or Lost Documents. Each unit notifies its document control when it cancels documents. Consider documents lost if not received in 5 workdays after the property is received.

6.5.1. After document control personnel try to find a lost document or to duplicate it without success, they prepare a lost document certificate. The certificate includes a statement that a search was made and any other facts. When the LMCA chief approves and signs the certificate, file it in place of the lost document.

6.5.2. When a document is lost, contact the supply source for a copy if one is not in the LMCA or it cannot be reconstructed.

6.5.3. If a document cannot be found, but a copy can be prepared or used, process the duplicate according to paragraph 6.6.4. Mark it "Copy Original Lost."

6.6. Document Control Responsibilities. The LMCA is responsible for supply documents only after they are physically received in the LMCA.

6.6.1. Each unit's document control personnel periodically check processing points in the LMCA to make sure documents are satisfactorily flowing through the LMCA. Notify the CSU about any unsatisfactory conditions.

6.6.2. Set up local controls to limit the number of people who have access to the document control files. Each unit's document control personnel are the only people who can put documents in or remove documents from files. When it is necessary to remove a document temporarily, complete AF Form 614, **Charge-Out Record**, and control it as follows:

6.6.2.1. Enter the document number and date removed and have the person charged with the document sign the AF Form 614. When a consecutive series of documents are charged out, show the series numbers on one line.

6.6.2.2. File the AF Form 614 in the document's place. Screen AF Forms 614 daily to be sure documents are promptly returned. When a document is returned to the file, line through the entry on the AF Form 614. Reuse AF Forms 614 until all entry spaces are filled.

6.6.3. When documents are filed and the number sequence is broken, check the dates on documents to find out if enough time has passed for the missing document to be in the file. Put colored cards or other indicators in the file to show a document is missing. Follow up as necessary. Take immediate

action to locate a delinquent document. If the document is not found when checking processing points, get a duplicate. Process and file the duplicate.

6.6.4. The LMCA chief decides how much time can pass before searching for a missing document. To decide this, the CSU uses the average time needed for a document to flow through the LMCA after receipt. However, this time must not be more than 5 workdays for receipt.

6.7. Filing Documents. Edit source documents to be sure they are complete as they are received and file them in LMCA control number sequence. Set up separate files for the registers listed in paragraph 6.3.

6.7.1. File completed receiving reports in LMCA control number sequence. File all other documents according to procedures in this regulation.

6.7.2. File requests filled from logistics support stocks in a locally determined sequence. These requests do not have to be kept beyond the next monthly supply effectiveness report if they have not been assigned a document number.

6.7.3. BPA call registers are filed and controlled in accordance with host contracting office procedures.

6.7.4. Document control keeps and monitors the DO4.

6.7.5. File documents no later than 3 workdays after receipt.

6.7.6. File correspondence that supports, validates, or completes a document immediately behind the document. Do not place routine or transitory correspondence pertaining to documents in the document files.

6.7.7. Dispose of SBSS lists and registers according to AFI 37-138. Keep source documents, SBSS, and DRMO registers after completion according to AFI 37-138. Dispose of DP and BPA documents and registers according to AFI 37-138.

6.8. Signing Documents . LMCA will provide a list of primary and alternate subcustodians with respective organizational codes or automated custodian listing. The MHU will use this list to ensure subcustodians sign for the correct receipts for accountable equipment. The signed copies will be provided to ECU. Expendable and nonaccountable equipment receipts will be returned to the CSU.

6.9. Setting Up Organizational Records and Shop Codes. The LMCA asks the SBSS for as many organizational records as needed to support the mission, according to AFMAN 23-110, volume II, part two, chapter 27. Set up shop codes according to AFMAN 23-110 , volume II, part two, chapter 3.

6.10. Management Listings. The SBSS and Base Contracting Automated Systems (BCAS) provide LMCA management with various reports and lists. Some of these are automatically distributed to the LMCA; others are produced on demand. AFMAN 23-110, volume II, part two, chapters 5 and 6 and AFCSM 64-333, Volume 2, Base Contracting Automated System (BCAS) Software User Manual, BCAS, list the reports and lists available. Review these chapters to find which reports and lists are the most useful in the materiel management program. The LMCA determines the frequency of the "as required" reports and coordinates each month with the base supply management, systems branch, and the contracting sys-

tems branch to make sure all needed reports and lists are scheduled on the monthly master computer schedule.

GARY T. MCCOY, Colonel, USAF
Deputy Director of Logistics

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS*****References***

AFIND 2, *Numerical Index of Standard and Recurring Air Force Publications*

AFIND 9, *Numerical Index of Departmental Forms*

AFIND 10, *Management Control and Authorization Program For Table of Allowance (TA) and Allowance Source Codes (ASC) for USAF Activities*

AFI 23-111, *Management of Government Property in Possession of the Air Force*

AFI 37-160, Volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*

AFMAN 23-110, *USAF Supply Manual*

V2, Pt 2, *USAF Standard Base Supply System*

V4, Pt 1, *Air Force Equipment System Policy and Procedures*

V6, *Excess and Surplus Personal Property*

AFMCIND 2, *Numerical Index of AFMC Publications*

AFMCIND 9, *Numerical Index of AFMC Forms*

AFMCPAM 23-202, *Logistics Materiel Activity Customer Pamphlet*

AFMCI 23-203, *Excess Non-NSN RDT&E Equipment*

AFMCPD 23-2, *Logistics Materiel Control Activity Operating Policies*

ML-C, *Basic*

USAF S-2A-1, *Index of USAF and DOD Federal Supply Catalogs and Related Cataloging Publications*

Abbreviations and Acronyms

ACO—Administrative Contracting Officer

ADP—Automated Data Processing

ADPE—Automated Data Processing Equipment

AF—Air Force

AFM Air Force Manuals

AFEMS—AF Equipment Management System

AFMC—Air Force Materiel Command

AFTO—Air Force Technical Order

A&J Administrative and Janitorial

AMCS—Automated Materiel Control System

ASC—Allowance Source Code

AS—Allowance Standard (Formulary Table of Allowance)

AWP—Awaiting Parts

BCA—Base Contracting Activity

BCAS—Base Contracting Automated System

BOI—Basis Of Issue

BPA—Blanket Purchase Agreement

BSS—Base Service Store

CA/CRL—Custodian Authorization Custody Receipt Listing

CCO-COMSEC—Communications Security controlled item

CEMO—Command Equipment Management Office

CFY—Current Fiscal Year

CIC—Controlled Item Code

COCES—Contractor Operated Civil Engineer Service Store

CP—Centrally Procured

CRS—Contract Repair Service

CSU—Customer Support Unit

CY—Calendar Year

DFAED—Dated Forecast Authorization Equipment data

DIFM—Due-In From Maintenance

DOD—Department of Defense

DUO—Due-Out

DOR—Due-Release

DP—Direct Procurement

DPL—Demand Processing Log

DRMO—Defense Reutilization and Marketing Office

DTR—Daily Transaction Register

EAA—Equipment Approval Authority

EAID—Equipment Authorization Inventory Data

EAM—Electrical Accounting Machine

ECU—Equipment Control Unit

EDD—Estimated Delivery Date

EMAS—Equipment Management and Accounting System
EMC—Equipment Management Code
EMM—Equipment Maintenance Manager
EOQ—Economic Order Quantity
ERAA—Equipment Review and Authorization Activity
ERRC—Expendability, Recoverability, Reparability Code
FAD—Force Activity Designator
FAR—Federal Acquisition Regulation
FCI—File Maintenance Transaction
FED—Receipt of Transferred Equipment Document
FET—EAID In-Use Inter Custody Receipt Transfer
FME—Custody Receipt Transfer Document
FY—Fiscal Year
GBL—Government Bill of Lading
GOCESS—Government Operated Civil Engineer Service Store
I&S—Interchangeability and Substitutability
I&SG—Interchangeability and Substitute Group
ICC—Item Control Card
IM—Item Manager
IMPAC—International Merchant Purchase Authorization Card
IPA—Intransit Property Area
ISU—Issue Requester Transaction
JOCAS—Job Order Cost Accounting System
JON—Job Order Number
LAC—LMCA Advisory Council
LP—Local Purchase
LSS—Logistics Support Stocks
MHU—Materiel Handling Unit
MIL STD—Military Standard
ND—Nonexpendable Depot Level Repair
NF—Nonexpendable Field Level Repair
NGA—Non Government Activity

NSN—National Stock Number

OCCR—Organization Cost Center Record

OI—Operating Instruction

PCO—Procuring Contracting Officer

PFMR—Project Funds Management Record

PFY—Prior Fiscal Year

PHA—Project Holding Area

PIN—Primary Identification Number

PME—Precision Measurement Equipment

PMEL—Precision Measurement Equipment Laboratory

POL—Petroleum, Oils and Lubricants

PR—Purchase Request

PSC—Procurement Source Class

PST—Procedures, Standardization, and Training

QAP—Quality Assurance Plan

QC—Quality Control

R&D—Research and Development

RDD—Required Delivery Date

RDO—Redistribution Order

RDT&E—Research, Development, Test, and Evaluation

REMS—Registered Equipment Management System

ROD—Report of Discrepancy

SBSS—Standard Base Supply System

SF—Standard Form

SL-ISG—Stock List-Interchangeability and Substitution Grouping

SLC—Stock List Change

SPC—Stockage Priority Code

SPRAM—Special Purpose Recoverables Authorized Maintenance

SRAN—Stock Record Account Number

TDY—Temporary Duty

TIN—Turn In

TMO—Traffic Management Office

TO—Technical Order

TR—Transaction Register

TSA—Temporary Storage Area

UMMIPS—Uniform Materiel Movement and Issue Priority System

UJC—Urgency Justification Code

UND—Urgency of Need Designator

USAF—United State Air Force

WASS—Work Area Support Stock

Attachment 2**AUTHORIZED RDT&E LMCA SUPPORTED ACTIVITIES**

The following activities are authorized to use Logistics Materiel Control Activity (LMCA) procedures:

NAME	LOCATION
AFRL/PSL	Kirtland AFB NM
AFRL/VSOSL	Hanscom AFB MA.
AFRL/PROF	Edwards AFB CA
AFRL/HEOA	Brooks AFB TX
AFRL/HEOF	Wright-Patterson AFB OH
AFRL/HEAO	6030 Kent Road, Bldg 522, Mesa, Arizona 85212
DET1 AFRL/WS/ADTECH	Wright-Patterson AFB OH
95TH SPT/LGSQ	Edwards AFB CA
412th Test Wing (412 TW/TS/Spacemark/LMCA)	Edwards AFB CA
AFRL/MNP/LMCA	Eglin AFB FL
46th Test Wing (46TW/TSTD)	Eglin AFB FL
AFRL/IFOL	Rome NY
388TH RANS/LGS	Hill AFB UT
46th Test Group (46TG/XPOL)	Holloman AFB NM
National Air Intelligence Center (NAIC/MSHL)	Wright-Patterson AFB OH

Attachment 3**RECOMMENDED CORE SUBJECTS FOR RDT&E COMMANDER'S ORIENTATION****1. Special Supply Support Procedures for RDT&E Activities:**

- a. AFM 23-110, Volume II, part two, chapter 21.
- b. AFMCPD 23-2.
- c. AFMCPAMPHLET 23-202.
- d. AFMCI 23-203.
- e. Federal Acquisition Regulation, part 13.4.

2. RDT&E Commander Responsibilities:

- a. AFMCPD 23-2.

3. LMCA Structure and Function:

- a. LMCA Chief.
- b. Procedures, Standardization and Training (if applicable).
- c. Customer Support Unit. (CSU).
- d. Equipment Control Unit. (ECU).
- e. Materiel Handling Unit. (MHU).
- f. AMCS Systems Manager.

4. Special Interest and Emphasis Item:

- a. Fraud, Waste, and Abuse Potential.
- b. Air Force Zero Overpricing Program.
- c. Logistics Support Stocks concept and application.
 - (1) Bench Stock.
 - (2) Work Areas Support Stock.
 - (3) Component Part Stock.
- d. Holding Areas.
 - (1) Intransit Property Area (IPA).
 - (2) Temporary Storage area (TSA)
- e. Annual HQ AFMC LMCA Award Program
- f. Direct Procurement Authority.
 - (1) Types.
 - a). IMPAC Credit Cards
 - (b). Blanket Purchase Agreements (BPAs).

(c). AF Form 9.

(2) Authority Intent.

(3) Types of purchases that can be made.

g. Equipment Pools.

(1) Types.

(2) Advantages.

(3) Application.

5. Management Indicators:

a. Local LMCA SBSS indicators.

b. Local LMCA Contracting indicators.

6. LMCA Training Program:

a. Internal.

b. Customer.

7. Inspections:

a. LMCA Self-Inspection and Improvement.

b. LMCA Sub-Account Inspections.

c. IG Inspections

Attachment 4**LMCA RICHARD L. HENNES AWARD CRITERIA****I. OBJECTIVE MEASUREMENT CRITERIA****A. MISSION SUPPORT****1. Criterion: Average Processing Time****a. Calculation.**

Average Processing Time= (Sum of time elapsed from LMCA receipt of individual line item customer request until customer receives purchased item) (Sum of Customer Requests)

b. Description. Assess how aggressively the LMCA manages processes to purchase items for customers.

c. Units. Time: Calendar days Requests: Individual Line items (Broken down by Procurement Method)

2. Criterion: Rate of Meeting Required Delivery Dates (RDD)

a. Calculation: Rate=
$$\frac{\text{sum of deliveries meeting RDD}}{\text{sum of all deliveries}} \times 100\%$$

b. Description. Assess how frequently the LMCA's individual line item deliveries occur on or before the customer's RDD in effect on the day of actual delivery.

c. Units. Deliveries: Individual Line Items (Broken Down By Procurement Method)

B. INVENTORY MANAGEMENT**1. Criterion: Rate of Timely Excess Equipment Pick-Up**

- a. Calculation. Rate =
$$\frac{(\text{sum of turn-ins picked up within 5 days})}{(\text{sum of all turn-ins})} \times 100\%$$
- b. Description. Assesses timeliness of LMCA's pick-up of customer's excess equipment turn-ins.
- c. Units. Turn-Ins: Accountable individual equipment items

II. SUBJECTIVE MEASUREMENT CRITERIA

A. Commander's Recommendation Letter. This one-page letter should highlight specific areas of noteworthy support provided to the lab or test wing in each of the following areas:

1. New Initiatives
2. Unique Challenges Overcome During Award Period
3. Customer Training Program
4. Internal Training Program
5. Self Improvement Program

B. On-site staff visit to the competing LMCAs (Optional)

III. BACKGROUND LMCA INFORMATION

Background information about the LMCAs will not be used as measurement criteria. This section will be limited to one page and should include the following information:

- A. Brief Mission Statement
- B. Scope of Operations

1. Number of materiel requests processed for the fiscal or calendar year (Itemized by procurement method)
2. Dollar value of materiel requests processed for the fiscal or calendar year (Itemized by procurement method)
3. Dollar Value of equipment accounts
4. Number of line items on equipment accounts
5. Number of subcustodian accounts
6. Types of internal/external procurements
7. Number of SBSS requests
8. Line items in LMCA managed Administrative and Janitorial Store
9. Number of Customers Supported

C. Recent Auditor General, IG Reports, and Internal Control Reviews

(LMCAs are not required to send these reports; however, HQ staff may review them during on-site visits).

Attachment 5**RESEARCH EQUIPMENT/DEFENSE LABORATORY EQUIPMENT DONATION/TRANSFER/LOAN/LEASE AGREEMENT UNDER 15 USC 3710(I), 10 USC 2194, OR 15 USC 3710A**

Reference Number: _____

Date: _____

The Government (Donor, Loaner, Lessor) agrees to transfer and the _____ (Donee, Loanee, Lessee) agrees to accept, subject to the terms of conditions herein, the equipment set forth on the attached listing. The equipment on the attached listing is identified by item number, FSC noun name, group and class; condition code; National Stock Number; units/quantity donated (loaned or leased); and acquisition cost, if known.

This transfer is accomplished under the authority of (cite appropriate statute).

The (Donee, Loanee, Lessee) accepts the transfer of the attached-listed equipment in an “as is” condition and title of ownership shall transfer with the equipment.

The (Donor, Loaner, Lessor) shall not be responsible for the maintenance, operation, or disposal of the equipment herein transferred.

The (Donor, Loaner, Lessor) shall not be responsible for damages to real or personal property of the (Donee, Loanee, Lessee) or to real or personal property of third persons, or for personal injuries to (Donee, Loanee, Lessee)’s officers, agents, servants, or employees, or to other third persons arising from or incident to the possession, use, or transportation of the equipment herein transferred; and the (Donee, Loanee, Lessee) shall hold the Government harmless from any and all such claims.

(NAME OF LABORATORY/COMPONENT)

Signature:

Printed Name:

Title:

Address:

PoC Name/Phone Number:

(NAME OF EDUCATIONAL/NONPROFIT ORGANIZATION)

Signature:

Printed Name:

Title:

Address:

Phone Number:

Attachment 6**SAMPLE LEASE AGREEMENT**

This is a lease agreement between the United States Air Force and (name of firm), hereinafter referred to as lessee, as authorized by 10 U.S.C.2667 (or list other authority loan is made under). This lease agreement is to lease (property) for a period of (term) from the date the last person signs this agreement.

Whereas the Secretary of the Air Force or his or her designee has found that this lease agreement will promote national defense or is in the public interest;

Whereas, the property which is the subject of this agreement has been declared not to be excess and is still in the control of the Department of the Air Force (use only if applicable to the authority cited above); and

Whereas the lessee is interested in leasing the property identified above;

The Parties agree as follows:

The leased property listed above shall not be transferred, encumbered, or used for any purpose other than that stated in lessee's letter of interest, which is attached hereto, without the written consent of the Secretary of the Air Force or his or her designee.

THE LEASED PROPERTY LISTED ABOVE IS FURNISHED "AS IS" "WHERE IS" WITHOUT ANY WARRANTY, EXPRESS OR IMPLIED, AS TO SERVICEABILITY, FITNESS FOR USE, OR OTHER BASIS OF WARRANTY. FURTHERMORE, THE LEASED PROPERTY IS ONLY BEING MADE AVAILABLE ON A NONINTERFERENCE BASIS WITH U.S. GOVERNMENT REQUIREMENTS AND THE U.S. GOVERNMENT CAN REQUEST THE PROMPT RETURN OF THE LOAN/LEASED PROPERTY WITHOUT COST TO THE U.S. GOVERNMENT.

The lessee agrees to pay the U.S. Government all rent, costs, and charges associated with the use of the loan/leased property while it is under lease according to applicable Department of Defense and Department of Air Force directives and instructions. (This charge may be waived if the contracting officer that such waiver is appropriate and SAF/AQ has approved such waiver.)

The lessee shall maintain the leased property during the term of the lease in a safe and serviceable condition according to prescribed Department of Air Force standards or pay the full cost of any such maintenance if the U.S. agrees to accomplish the maintenance.

Lessee agrees that support provided by the U.S. Government, if any, shall be on a noninterference basis, including use of aircrews, support aircraft, equipment, and facilities. Providing and charging for support will be according to applicable Department of Defense and Department of Air Force directives and instructions.

The lessee shall be responsible for all costs relating to the leased property during the term of the lease, including but not limited to expenses of operation, maintenance, display, demonstration, ferrying, transportation, support, and protection.

The lessee shall not, directly or indirectly, include in any U.S. government contract any charges or costs paid by the lessee under the lease authorized hereby, except to the extent authorized under the Federal Acquisition Regulations. Costs charged to the U.S. Government for the lease property under such contracts will not exceed the lessee's cost under the lease. The U.S. Government reserves the right to audit the lessee's books and records used to support any charges or costs that are charged directly or indirectly to the U.S. Government based on this lease.

The lessee shall assume the risk of loss, damage, or destruction of the leased property. The lessee agrees to purchase or have existing insurance sufficient to cover the above said risk of loss, damage, or destruction; or with the contracting officer's prior written approval, provide a plan for self-insurance on the depreciated value of leased property.

The lessee shall release the Department of the Air Force, including a release from all consequential damages, and defend, indemnify, and hold the U.S. Government, its agents, officers, and employees harmless from any and all loss and liability (whether in tort or contract) that might arise in connection with this lease agreement because of: (a) injury or death of personnel of the U.S. Government, the lessee, or third parties; and (b) damage to or destruction of property of the lessee or third parties, and leased property, support equipment, or other property of the U.S. Government. The lessee shall obtain insurance adequate to cover all such liabilities. (For some states, an indemnification is prohibited or severely limited by state law. Such a case, if the Contracting Officer or Laboratory director feels the risk is warranted the phrase, "As permitted by state law," may be inserted at the beginning of this paragraph.)

The lessee shall provide to the contracting officer written evidence of the insurance or plan for self-insurance required by numbered paragraph eight and the insurance required by paragraph numbered eight and the insurance required by paragraph numbered nine of this lease agreement.

The lessee shall return all leased property to the Department of the Air Force, at such place as is designed by the contracting officer, in the same condition as when accepted, except for fair wear and tear. If the Department of the Air Force determines that any of the leased property was not returned in such a condition, or has not been maintained according to prescribed Department of Air Force standards, the lessee shall reimburse the Department of the Air Force for the cost of returning such property to its proper condition, except for fair wear and tear.

The Department of the Air Force may revoke this lease at any time. The lessee may terminate the lease at any time upon 15 days prior written notice. If the lease is revoked by the Department of the Air Force or terminated by the lessee, the lessee shall be responsible for its residual responsibilities under this lease agreement (to return the lease property, to pay all charges or cost resulting from the lease, to release, defend, indemnify, and hold harmless the U.S. Government, etc).

The lessee shall assume any responsibility imposed by other U.S. Government agencies, or by foreign governments and their taxing authorities, for certification and registration of the leased property and for payment of any taxes or other charges thereon.

The leased property will be released to the lessee only after the contracting officer or authorized representative determines that the lessee has implemented procedures which will ensure safe and proper storage, maintenance, and operation of leased property.

The lessee shall limit operation and maintenance of the leased property to qualified employees of lessee and shall ensure all lessee flight crew members, if applicable, are qualified and maintain currency and proficiency according to AFMC Manual 10-202, Vol I, Aircrew Training.

During the terms of this lease agreement, the lease status of the leased property may be interrupted from time to time by the Department of the Air Force to make the property available for other U.S. Government activities under U.S. Government contracts with the lessee. During such periods, the property reverts to Government-Furnished Property status under the applicable U.S. Government contract. Any doubt as to the status of the leased property at any particular time will be resolved in favor of the lease status, unless otherwise determined by the Department of the Air Force.

The lessee shall secure from the Department of State or other responsible U.S. Government agency any export licenses or other approvals required under the Arms Export Control Act or other U.S. law regulations before using the leased property in connection with the provisions of article or services to a foreign government or other foreign person.

IN WITNESS WHEREOF, the Parties have executed this agreement in duplicate through their duly authorized representatives as follows:

LESSEE

AIR FORCE ACTIVITY

(Name of Lessee)

(Name of Air Force Activity)

(Name of Official-Printed or Typed)

(Name of Official-Printed or Typed)

(Signature of Official)

(Signature of Official)

(Title of Official)

(Title of Official)

(Address of Official)

(Address of Official)

(Date Signed)

(Date Signed)